

FIGURE 1

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

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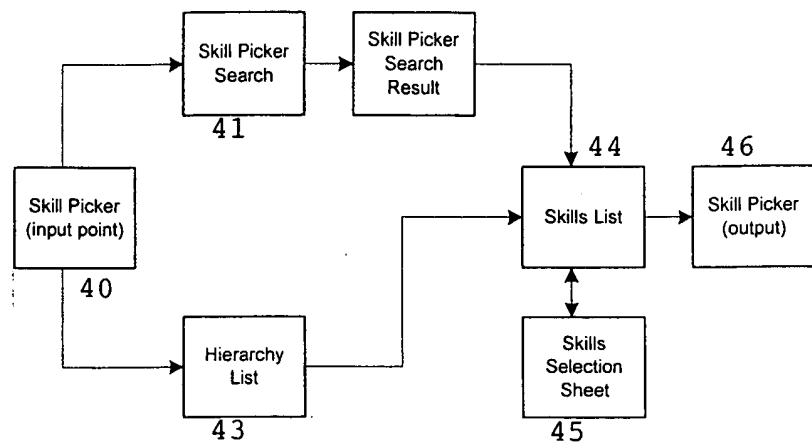


FIGURE 3

incomplete registrations cannot be processed. Required fields are marked with an asterisk ( \* ).

Please fill out your Company Information

\* Company Name:   
FEIN:   
UI Acct Number:   
Company Type:

Please fill out your Contact Information

Salutation:  \* First Name:  MI:   
Suffix:  \* Last Name:   
\* Email:   
(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local ETC Office.)

\* Address 1:   
Address 2:   
\* City:   
\* State:  \* Zip Code:   
\* County:  Extension:   
\* Phone:   
Fax:   
Department:   
Job Title:   
\* Password:   
(Password must be 5 to 15 characters long.)  
\* Confirm:   
(Please re-type your password exactly as you entered it above.)

Submit

Document Done   
Skills Match Home   
Employer Contact Re:   
Novel-delivered Applicatio...   
Start  11:10 AM

FIGURE 4

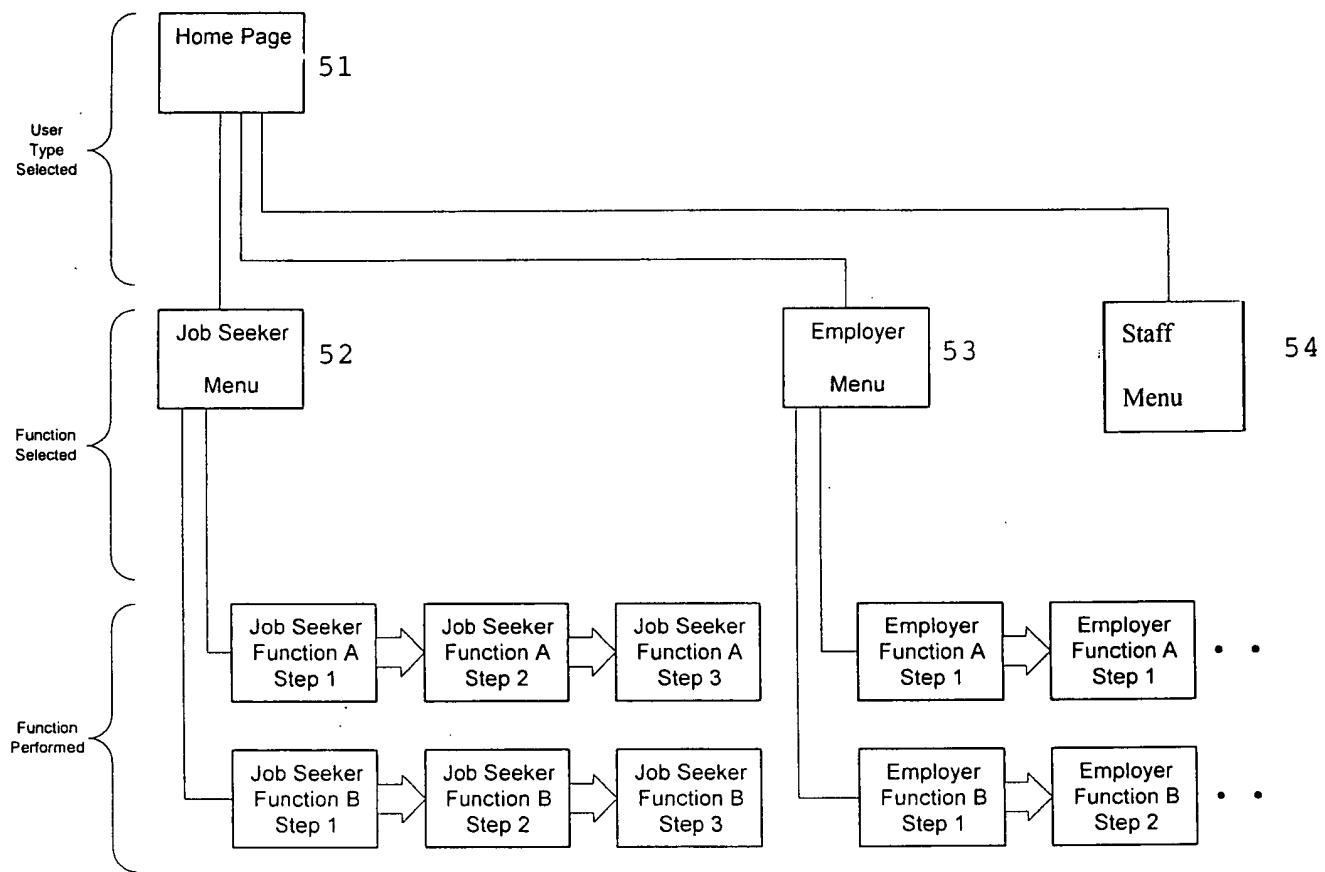


FIGURE 5

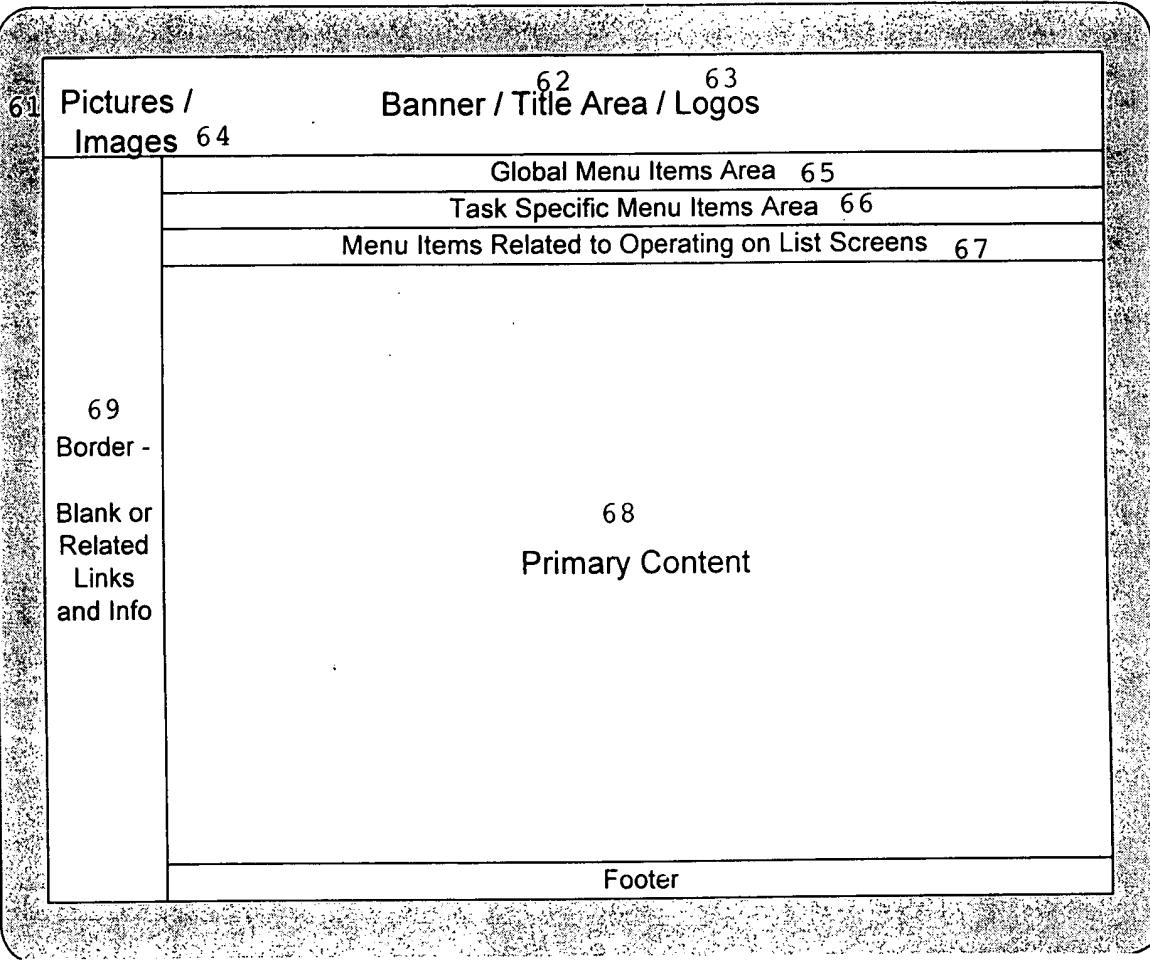
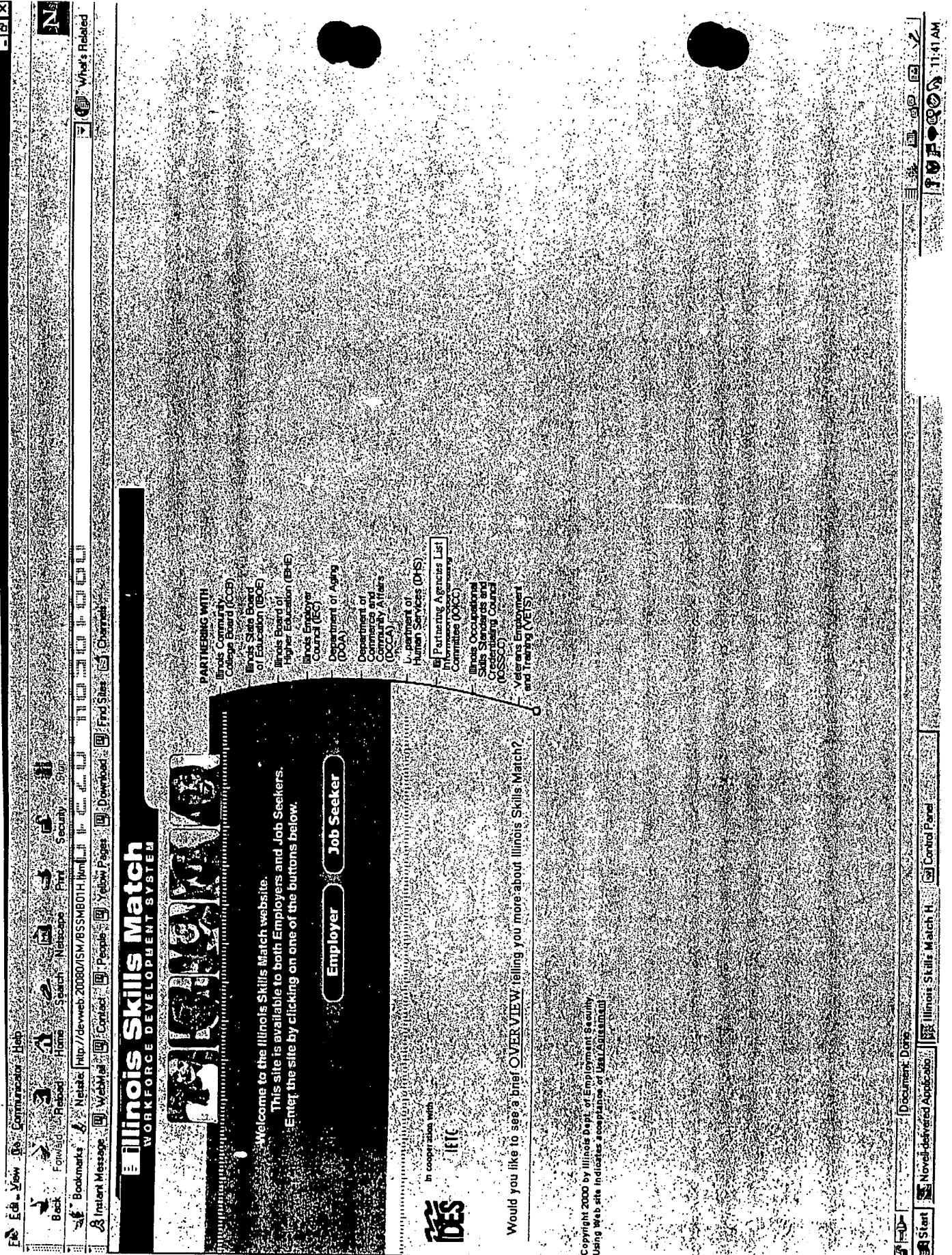


FIGURE 6



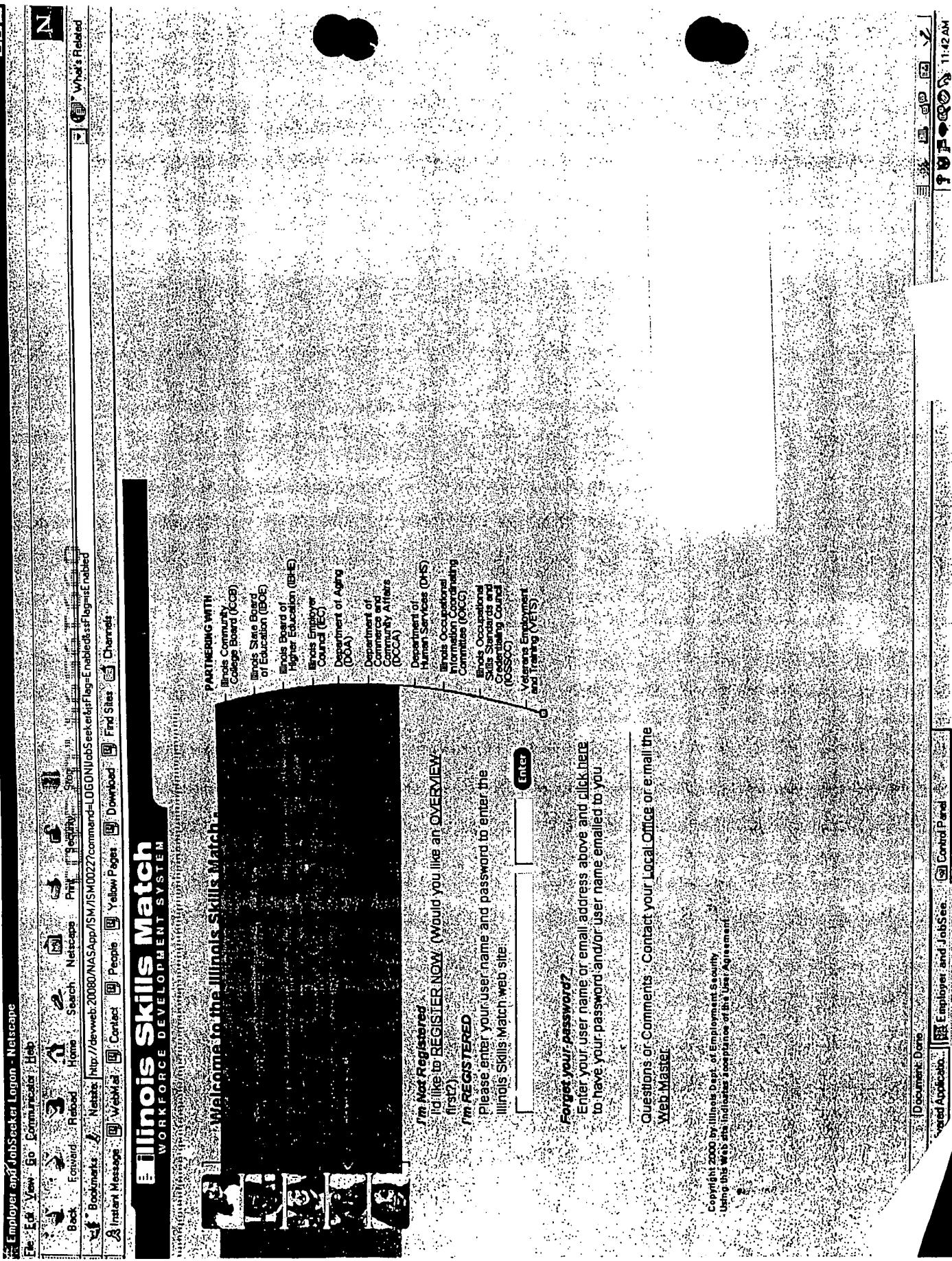


FIGURE 8



EMPLOYERS: you are welcome

REGISTER NOW! [View Details](#) [Contact Us](#) [Help](#)

**PARTNERING WITH**

- Illinois Community College Board (ICC)
- Illinois State Board of Education (ISBE)
- Illinois Board of Higher Education (IBHE)
- Illinois Employer Council (IEC)
- Department of Aging (DOA)
- Department of Commerce and Community Affairs (DCCA)
- Department of Human Services (DHS)
- Illinois Occupational Information Coordinating Committee (IOICC)
- Illinois Skills Standards and Credentialing Council (ICSSCC)
- Veterans Employment and Training (VETS)

**I'm Not Registered**  
I'd like to REGISTER NOW. (Would you like an OVERVIEW first?)

**I'm REGISTERED**  
Please enter your user name and password to enter the Illinois Skills Match web site.

**Enter**

**Forgot your password?**  
Enter your user name or email address above, and click here to have your password and/or user name emailed to you.

**Questions or Comments**: Contact your Local Office or e-mail the Web Master

**Start**  Novel derived Applicatio...  Employer and JobSe...

Document Date: 3/20/2001 11:09 AM

FIGURE 9

Main Menu - NetCare

# Illinois Skills Match

## WORKFORCE DEVELOPMENT SYSTEM

[Logout] [End Local Office]

**Staff Menu**

**System Administration Functions**

- List Employer Registration Requests
- Add Employer Contact
- Search BES Employers
- Search SM Employers
- Search ISM Users
- Add ISM User

**Staff Functions for Servicing Employers**

- Search Job Orders

**Staff Functions for Servicing Job Seekers**

- Search Job Seekers

**Other Staff Functions**

- Print Skill Selection Sheet for a Job Seeker
- Change Password

**Help**

- Edit Logon Message
- Find Skills
- Add Skills
- Search Hierarchy
- Display Hierarchy List
- Add Hierarchy Item

**Help**

- Search Employer Contacts
- Register New Job Seeker

**Help**

- Print Skill Selection Sheet for an Employer Contact

**Help**

Confidential - This information is kept secure and confidential

Help Book - Provides field level help

**Help**

Matching/Required - Used in Matching Job Seekers and Job Orders

**\*** Required - This information must be entered

**Help**

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Document Date: 2006-06-01

FIGURE 10

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Search]

## Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the **Search** button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (\*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 19).

SSN#:	<input type="text"/> (ex. 111-11-1111)	Age Range:	<input type="text"/> to <input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Gender:	<input type="checkbox"/>	+User Names:	<input type="text"/>
City:	<input type="text"/>	+County Code:	<input type="text"/>
State:	<input type="text"/>	+Zip Code:	<input type="text"/>
Phone:	<input type="text"/> (ex. (312)555-5555)	Status:	<input type="text"/>
Last Updated By:	<input type="text"/>	Created By:	<input type="text"/>
Case Manager:	<input type="text"/>	+SOC Code:	<input type="text"/>
Vet Status:	<input type="checkbox"/>	Region:	<input type="text"/> (ex. 13) <input type="checkbox"/> Central <input type="checkbox"/> Metro North <input type="checkbox"/> Metro South <input type="checkbox"/> Northern <input type="checkbox"/> Northwest <input type="checkbox"/> Southern
Office:	<input type="checkbox"/>	[Search]	
Partner:	<input type="checkbox"/>	[Search]	
Special Program:	<input type="checkbox"/>	Since:	<input type="text"/> (ex. 12/31/1999)
Has not received:	<input type="checkbox"/> Password Reset <input type="checkbox"/> Registration Range:	<input type="checkbox"/> to <input type="text"/> (ex. 1/23/1999)	<input type="checkbox"/> to <input type="text"/>
<input type="button" value="Return To Job Seeker Registrations"/>			

Matching/Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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Help Book - Provides field level help

FIGURE 11

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEMS

[Logout] [Home] [Find Local Office] [Help]  
 Refresh [Action List] [Job Order List] [Submit Job Order]  
 Previous Page [Select All] [Refer Selected Candidates]

## Qualified Candidate List

98 qualified candidates found			
	<b>Id</b>	<b>Nice Skills</b>	<b>Date Viewed</b>
<input type="checkbox"/>	156678	0	07/06/2000
<input type="checkbox"/>	12307	0	06/16/2000
<input type="checkbox"/>	184052	0	06/16/2000
<input type="checkbox"/>	4106	0	06/16/2000
<input type="checkbox"/>	98182	0	06/16/2000
<input type="checkbox"/>	121199	0	06/15/2000
<input type="checkbox"/>	82116	0	06/15/2000
<input type="checkbox"/>	118349	0	06/15/2000
<input type="checkbox"/>	14285	0	06/15/2000
<input type="checkbox"/>	99622	0	06/15/2000
<input type="checkbox"/>	92644	0	06/15/2000
<input type="checkbox"/>	114861	0	06/15/2000
<input type="checkbox"/>	118552	0	06/15/2000
<input type="checkbox"/>	101136	0	06/15/2000
<input type="checkbox"/>	162069	0	06/15/2000
<input type="checkbox"/>	35725	0	06/15/2000
<input type="checkbox"/>	138349	0	06/15/2000
<input type="checkbox"/>	40245	0	06/15/2000
<input type="checkbox"/>	3286	0	06/14/2000
<input type="checkbox"/>	132325	0	06/15/2000
<input type="checkbox"/>	96567	0	06/15/2000
<input type="checkbox"/>	164146	0	06/14/2000
<input type="checkbox"/>	24084	0	06/15/2000
<input type="checkbox"/>	101101	0	07/06/2000
<input type="checkbox"/>	14178	0	06/15/2000

[Refresh] [Next Page] [Select All] [Refer Selected Candidates]

- Matching/Required - Used in Matching Job Seekers and Job Orders
- Required - This information must be entered
- Help Book - Provides field level help

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Document Done  Novel-defined Application  Staff Home  Netscape  Qualified Candidates  Control Panel  Start

100% 11:38 AM

FIGURE 12

<b>Illinois Skills Match</b>	WORKFORCE DEVELOPMENT SYSTEM
<a href="#">Logout</a>	<a href="#">Home</a>   <a href="#">Find Local Office</a>   <a href="#">Help</a>
	<a href="#">Return To Qualified Candidate List</a>
	<a href="#">Previous Candidate</a>   <a href="#">Next Candidate</a>
Update Successful!	

<b>Contact Information</b>	
<p>Name: <b>Stephe Daniels</b></p> <p>Address: <b>1807 W North Ave</b></p> <p>City, State, ZIP: <b>CHGO, IL 60622</b></p> <p>County: <b>COOK</b></p> <p>Telephone: <b>(773) 722-0377</b></p> <p>EMAIL: <b></b></p>	
<b>Skills</b>	
<p><b>Auditors</b> Inspect cash on hand, notes receivable and payable, negotiable securities and canceled checks: <b>Less than 1 year</b></p> <p><b>Bakers</b> Read and follow recipes: <b>More than 5 years</b></p> <p><b>Bartenders</b> Check identification: Draw draft beer or ale: Mix alcoholic or non-alcoholic drinks: Order liquors: Take food or beverage orders: <b>More than 5 years</b></p> <p><b>Cooks, Short Order</b> Serve meals, snacks, desserts, or beverages: <b>1 - 3 years</b></p> <p><b>Flight Attendants</b> Greet or assist visitors, guests, or customers: <b>1 - 3 years</b></p> <p><b>Food Service Managers</b> Purchase, order or requisition materials, supplies or equipment: <b>Less than 1 year</b></p> <p><b>Helpers-Production Workers</b> Count items: <b>Less than 1 year</b></p> <p><b>Private Detectives and Investigators</b> Count money in cash drawer: <b>Less than 1 year</b></p> <p><b>Standard Work Skills</b> Class of driver license - any single vehicle up to and including 16,000 over except limo: <b>Yes</b></p>	
<input checked="" type="checkbox"/> <a href="#">Document Done</a> <input checked="" type="checkbox"/> <a href="#">Staff Home - Netscape</a> <input checked="" type="checkbox"/> <a href="#">View Process Quality</a> <input checked="" type="checkbox"/> <a href="#">Control Panel</a>	<input checked="" type="checkbox"/> <a href="#">Novelty-delivered Applications</a> <input checked="" type="checkbox"/> <a href="#">Start</a>

FIGURE 13

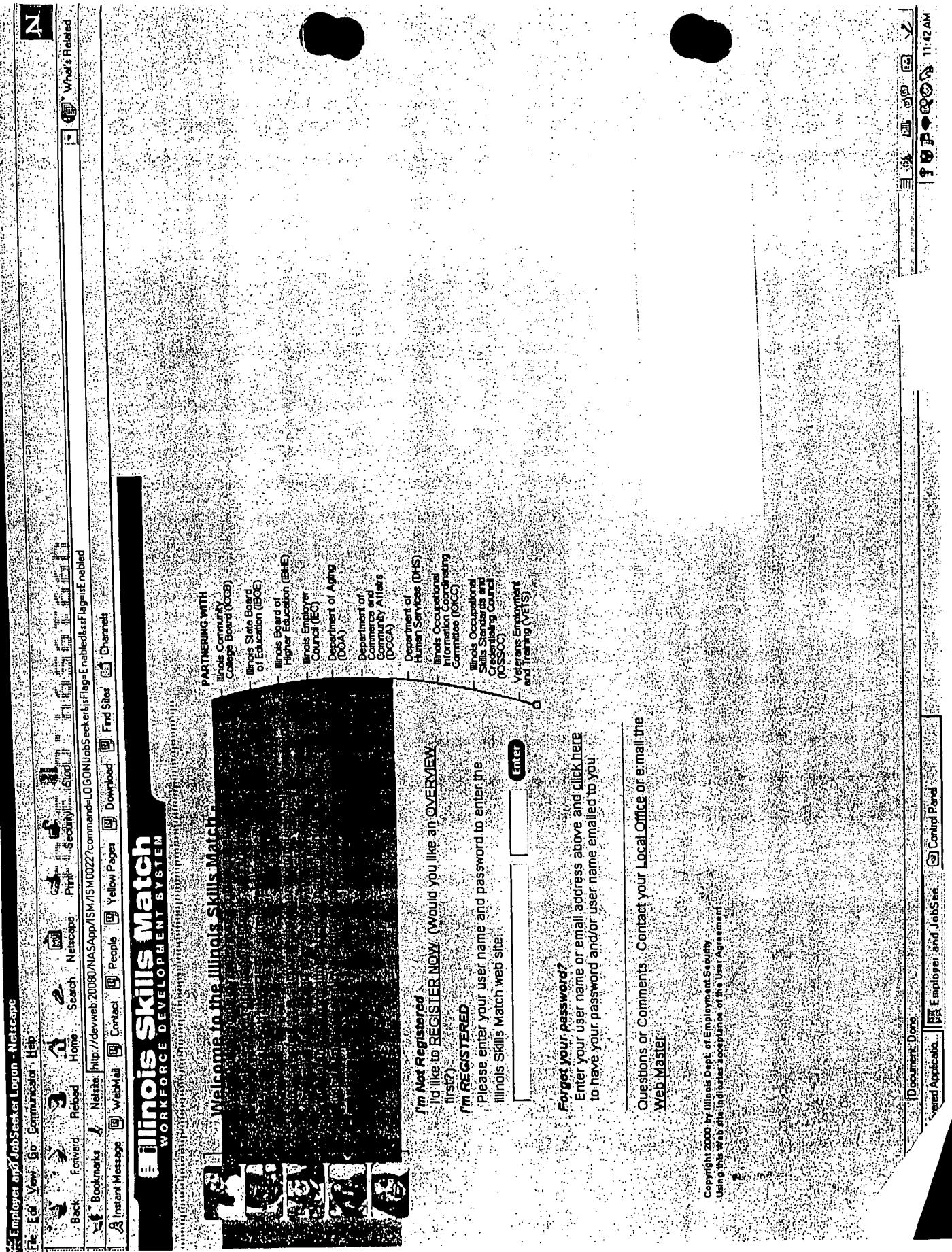


FIGURE 14

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout](#) [Find Local Office](#) [\[Help\]](#)  
[Preview Registration](#)  
[Cancel](#) [Save Match Me To Jobs](#) [\[Save Don't Match Me To Jobs\]](#)

## General Info

[Work History](#) [Skills Profile](#)

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle ( ).

### Contact Information

\* Last Name: Smith  
 \* First Name: Sue  
 Email:   
 \* Address1: 1234 Main  
 Address2:   
 \* City: Chicago  
 \* State: Illinois  
 \* County: COOK  
 Home Phone: 773-1234567  
 Work Phone:   
 Fax Number:

\* May Employers contact you directly?  Yes  No (Choose "Yes" to show them your contact information)

### Confidential Information

SSN:   
 \* Mother's Maiden Name: Main

\* ZIP Code: 60613

\* Country: USA

\* Password:   
 \* Confirm Password:   
(Password must be 5 to 15 characters long)

### Other Information

What is the highest level of Education you have completed?  High School Diploma or GED  
 \* Can you legally work in the United States?  Yes  No  
 \* Are you willing to work for temporary agencies?  Yes  No

### Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Document:   
 Novel-delivered Application:   
 Start:  Job Seeker Home  Skills Match Home  Control Panel  ISM Job Seeker Home  
 11:47 AM

\* Can you legally work in the United States?  Yes  No

Are you willing to work for temporary agencies?  Yes  No

### Veteran Information

If you are a veteran or the spouse of a veteran, click here to enter your Veteran Information 

### Other Confidential Information

NOTE: This information is used for Internal Statistical Reporting and User Identification purposes ONLY and WILL NOT be viewed by an Employer.

 In School?  Yes  No

 Employer?  Yes  No

 Seasonal// Migrant Worker?  Yes  No

 Do you have a disability as defined in section 504 of the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990?  Yes  No

 Race/Ethnicity

 Gender

 Birth Date (Enter as MM/DD/YYYY)

[Continue](#)

[Return to Top](#)

 Matching/Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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 Confidential - This information is kept secure and confidential

 Help Book - Provides field level help



FIGURE 15 Continued

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout](#) | [Home](#) | [Find Local Office](#) | [Help](#)  
[Continue](#) | [Cancel](#)

Incomplete registrations will not be processed. Please fill in all required fields denoted by an asterisk (\*).

## Veteran Information

\* In which branch of the Armed Forces have you most recently served?

to   
(enter as 'mm/dd/yyyy')

Have you served on active duty in the U.S. Armed Forces for more than 180 days NOT including training for the  Yes  No  
National Guard or Reserves?

Do you have a service connected disability, or were you discharged/released because of a service connected  Yes  No  
disability?

If yes, what % is your disability currently rated?   
 Yes  No

Do any of the conditions listed below apply?

- You are the spouse of a veteran killed in the line of duty.
- You are the spouse of a 100% disabled veteran.
- You are the spouse of any person who died of a service-connected disability.
- You are the spouse of any member of the Armed Forces serving on active duty who has been listed in one or more of the following categories for a total of more than ninety days:

Missing in action

- Captured in the line of duty by a hostile force
- Forcibly detained or interned in the line of duty by a foreign government or power

You are the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

Was your military discharge **dishonorable**?

If you would like more information or want to get in contact with an IDES Veteran's employment representative, please call your local ETC office.  
 Yes  No

## Military Operations Since 1937 For Which a Campaign or Expeditionary Medal Has Been Awarded Or Operations Occuring During a Declared War

- SW Asia Service Medal (Desert Shield/Storm) (08/02/1990 - 01/02/1992 )
- Cambodia (03/29/1973 - 08/15/1973 )
- Dominican Republic (04/28/1965 - 09/21/1966 )
- Grenada (Urgent Fury) (10/23/1983 - 11/21/1983 )
- Vietnam Service Medal (VCM) (07/04/1965 - 03/28/1973 )
- Cambodia Evacuation (Eagle Pull) (04/11/1975 - 04/13/1975 )
- El Salvador (01/01/1981 - 02/01/1992 )
- Haiti (Uphold Democracy) (09/16/1994 - 03/31/1995 )

[Document Done]

[Start] [Novel-Delivered Applicatio...]

[Veteran Information F...

[Control Panel]

[11:48 AM]

FIGURE 16



[Logout] [Find Local Office] [Help]

[Preview Registration]

[Cancel] [Save Match Me to Jobs] [Save, Don't Match Me to Jobs]

[General Info] [Work Pref] [Work History] [Education] [Skills Profile]

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle (\*).

I am willing to travel within [31 - 40] miles of the [60613] zip code.

## Transportation Information

Work Information (check all boxes that apply)

- What kind of work are you seeking?  On-Going
- What type of work are you seeking?  Full Time
- What shifts are you available to work?  Days
- Rotating

Do not match me to jobs that pay less than:  Per

**Continue**[Return To Tag](#)

Matching Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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FIGURE 17

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Find Local Office] [Help]  
[Preview Registration]  
[Cancel] [Save Match Me to Jobs] [Save...Don't Match Me to Jobs]

General Info Work Profile Work History Education Skills Profile

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle ( )

**Work History**  
(Please enter most recent first)

**Insert**  **Delete** 

Insert Blank Work History Entry Section

Suppress Employer's Name 

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

**Insert**  **Delete** 

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

**Insert**  **Delete** 

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

**Insert**  **Delete** 

 1150 AM

Document Done

Novelty/Used Applicab.

Start

 1150 AM

FIGURE 18

ISM Skills Match	
WORKFORCE DEVELOPMENT SYSTEM	
<a href="#">Logout</a> <a href="#">Find Local Office</a> <a href="#">Help</a> <a href="#">Preview Registration</a> <a href="#">Cancel</a> <a href="#">Save</a> <a href="#">Match Me to Jobs</a> <a href="#">Don't Match Me to Jobs</a>	
<b>General Info</b> <a href="#">Work Profile</a> <a href="#">Work History</a> <a href="#">Education</a> <a href="#">Skills Profile</a>	
<b>Education</b> (Please enter most recent first)	
Please fill in all required fields denoted by either an asterisk (*) or a puzzle (*).	
<input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Insert"/> <input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px;" type="button" value="Delete"/>	<input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Insert"/> <input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px;" type="button" value="Delete"/>
School: <input type="text"/> Number of Years Attended: <input type="text"/> Degree: <input type="text"/> Major: <input type="text"/> Minor: <input type="text"/> City: <input type="text"/> State: <input type="text"/>	School: <input type="text"/> Number of Years Attended: <input type="text"/> Degree: <input type="text"/> Major: <input type="text"/> Minor: <input type="text"/> City: <input type="text"/> State: <input type="text"/>
<input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Insert"/> <input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px;" type="button" value="Delete"/>	<input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Insert"/> <input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px;" type="button" value="Delete"/>
School: <input type="text"/> Number of Years Attended: <input type="text"/> Degree: <input type="text"/> Major: <input type="text"/> Minor: <input type="text"/> City: <input type="text"/> State: <input type="text"/>	School: <input type="text"/> Number of Years Attended: <input type="text"/> Degree: <input type="text"/> Major: <input type="text"/> Minor: <input type="text"/> City: <input type="text"/> State: <input type="text"/>
<input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Insert"/> <input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px;" type="button" value="Delete"/>	<input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Insert"/> <input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px;" type="button" value="Delete"/>
Document: <input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Done"/> <input type="checkbox"/> Novelty Application <input type="checkbox"/> Illinois Skills Match Home ... <input type="checkbox"/> Control Panel	
Start <input style="width: 150px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="ISM Job Seeker Home"/> <input style="width: 100px; height: 20px; border-radius: 10px; border: 1px solid black; background-color: white; color: black; font-weight: bold; font-size: 10px;" type="button" value="Logout"/> <span style="font-size: 10px;">11:51 AM</span>	

FIGURE 19

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Find Local Office] [Help]  
 [Top Level] [Up One Level] [Search Skills] [Skills Profile]

## Office and Administrative Support Occupations

### Office and Administrative Support Occupations

If you would like to look at a more detailed breakdown for this skill tree group, click on the hyperlinks provided at the bottom of the page to see more detailed groups.

- Adjusters, Investigators, and Collectors
- Communications Equipment Operators
- Financial Clerks
- Information and Record Clerks
- Keyboard Entry Workers

[Material Recording, Scheduling, Dispatching, and Distributing Workers](#)

[Other Office and Administrative Assistants](#)

[Secretaries and Administrative Assistants](#)

[Supervisors, Office and Administrative Support Workers](#)

[Go To Top](#)

 **Matching/Required** - Used in Matching Job Seekers and Job Orders

\* **Required** - This information must be entered

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 Help Book - Provides field level help

[Leave current window and return to 'SAVELINK' \(Skill: 51\)](#)

[Leave current window and return to 'Skills Match Home'](#)

[Leave current window and return to 'List Hierarchy and Skills'](#)

[Leave current window and return to 'Control Panel'](#)

[Leave current window and return to 'Novel-Deverved Application'](#)

[Leave current window and return to 'Start'](#)

[Leave current window and return to 'Help'](#)

[Leave current window and return to 'Top Level'](#)

FIGURE 20

## Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations > Secretaries and Administrative Assistants > Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

### Years of Experience

Set All Skills To A Specific Level: [None]

### Select Appropriate Skill Levels

None Training Only Less than 1 year 1 - 3 years 3 - 5 years More than 5 years

Advise or direct budget preparation

Analyze or resolve operational problems  
Assign or prepare work schedules, duties, tasks, or responsibilities

Compile or maintain records  
Explain basic office procedures and equipment

Maintain a filing system  
Plan and coordinate conferences or events

Read and answer correspondence  
Recommend measures to improve efficiency

Supervise or coordinate personnel  
Use AS-400

Use dBASE software  
Use Excel software

Use Lotus 123 software  
Use Microsoft Access

Use Microsoft Office software  
Use OS/2

Use Paradox software  
Use Quark software

Use Quattro Pro software  
Use Quicken software

Use spreadsheet PC software  
Use Windows 3.1

Use Windows 95  
Use Windows 98

Use WordPerfect 6.0  
Use WordPerfect 6.1

Use WordPerfect 7.0





Incomplete registrations cannot be processed. Required fields are marked with an asterisk ( \* ).

Please fill out your Company Information

\* Company Name:   
FEIN:   
UI Acct Number:   
Company Type:  [Private Sector   ]

Please fill out your Contact Information

Salutation:  [   ]  
\* First Name:  MI:   
Suffix:  [   ]  
\* Email:   
\* Address 1:   
Address 2:   
\* City:   
\* State: Illinois  [   ]  
\* County:  [   ]  
\* Phone:   
Fax:   
Department:   
Job Title:   
\* Password:   
\* Confirm:

(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local ETC Office.)

\* Zip Code:   
Extension:

(Password must be 5 to 15 characters long.)  
(Please re-type your password exactly as you entered it above.)

**Submit**

Document Done  
Illinois Skills Match Home...  Employee Contact Re...  
Novell delivered Applicatio...   
Start

11:10 AM

Job Order - Netscape

Job Order ID: [ ] [Cancel] [Save] [Find Match]

Employer: Jos's 'R Us

**Job Information**

\* Job Title? [ ]

Description and Duties:  
(optional, up to 255 characters) [ ]

Tracking Identifier? [ ]

Num. of Openings? [1]

\* Hours Per Week? [36-40]

Duration of Work? [On-Going]   Shifts Available?  Days  Afternoons  Nights  Rotating  Split

Type of Work? [Full Time]

Minimum Level of Education Required? [High School Diploma or GED]

**Salary Information**

\* Salary Range Job Seekers will view: [ ] Per [Hour]

Match Job Seekers who will work for less than: [ ]

**Benefits Offered for Position**  
(The benefits selected below will be displayed to the Job Seeker. They are solely informational and are not a component of the match.)

Dental  Dependent Care  
 Life  Long Term Disability  
 Medical  Paid Vacation  
 Pension  Pet Care  
 Profit Sharing  Short Term Disability

**Additional Job Information**  
(You may enter additional benefits offered or any marketing publicly about your company) [ ]

**Job Posting Status**

Put this Job Order on Hold Until: [ ]  (MM/DD/YYYY)

Permanently 'Close' this Job Order Now.  (Once the Job Order is Closed, it CANNOT be reopened)

\* Date this Job Order should be Closed? [10/09/2000]  (MM/DD/YYYY)

Document Docs  Novel-Delivered App-Software  Staff Home - Netscape  Job Order - Netscape  Control Panel

Start  Stop  Refresh  Back  Forward  Home  Help  Exit  11:23 AM

FIGURE 24

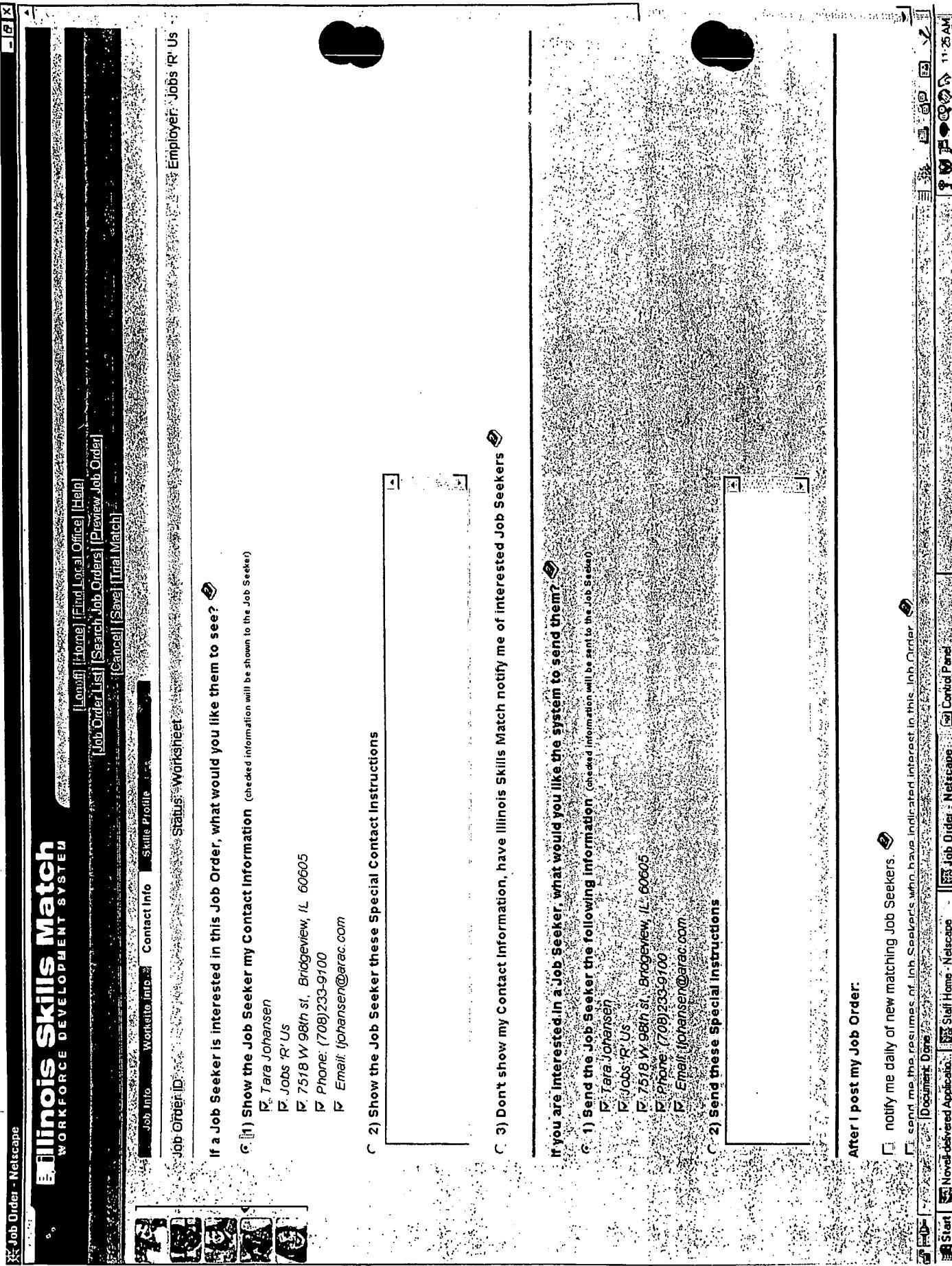


FIGURE 26



**Administrative Assistants**

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations > **Administrative Assistants** > **Administrative Assistants**

Please select the appropriate experience level for each skill below. If a skill does not apply leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience	Set All Skills To A Specific Level: [None]	Set Skills				
	Select Appropriate Skill Levels: [None]					
	None	Training Only	Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years
Advise or direct budget preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analyze or resolve operational problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assign or prepare work schedules, duties, tasks, or responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compile or maintain records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explain basic office procedures and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain a filing system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plan and coordinate conferences or events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Read and answer correspondence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommend measures to improve efficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervise or coordinate personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use AS-400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use database software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Excel software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Lotus 123 software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Microsoft Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Microsoft Office software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use OS/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Paradox software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quark software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quattro Pro software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quicken software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use spreadsheet PC software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 3.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 98	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 6.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 6.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 7.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Document Done

None Selected

Skills Match Home

Global Panel

List Hierarchy

11:53 AM

ENTRIBER 28

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM



[Logout] [Home] [Find Local Office] [Help]

[Recruiting Action List] [Job Order List] [Return to Job Order]

[Refresh] [Next Page] [Select All] [Refer Selected Candidates]

## Qualified Candidate List

98 qualified candidates found

Id	Nice Skills	Date Viewed	Rank
156318	0	07/06/2000	3
12307	0	06/16/2000	4
164052	0	06/16/2000	4
4106	0	06/16/2000	4
28187	0	06/16/2000	4
121199	0	06/16/2000	4
82116	0	06/16/2000	4
118549	0	06/15/2000	4
14286	0	06/15/2000	4
99622	0	06/15/2000	4
92644	0	06/15/2000	4
114861	0	06/15/2000	4
118552	0	06/15/2000	4
101135	0	06/15/2000	4
162069	0	06/15/2000	4
35725	0	06/15/2000	4
138349	0	06/15/2000	4
40245	0	06/15/2000	4
3286	0	06/15/2000	4
132325	0	06/15/2000	4
96562	0	06/15/2000	4
164146	0	06/14/2000	4
74084	0	06/14/2000	4
101101	0	06/15/2000	4
14178	0	07/06/2000	4

[Refresh] [Next Page] [Select All] [Refer Selected Candidates]

Matching/Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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Help Book - Provides field level help

Document Done	Document Done
New-delivered Application	New-delivered Application
Start	Start
Qualified Candidates	Qualified Candidates
Staff Home - Netscape	Staff Home - Netscape
Control Panel	Control Panel

11:36 AM

FIGURE 29

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Job Order List] [Qualified Candidate List]

[Refresh] [Save]

## Recruiting Actions List

9 items found

Job Order ID: 3000208

Page 1 of 1

### Recruiting Results

Job Seeker ID	Job Seeker Name	Source	Action Taken	Action Date	Updated By	Date
118549	Stephe Daniels	Employer	Yes	07/11/2000	Recruiting Outcome: [REDACTED]	07/11/2000
156378	<withheld>	Employer	Yes	07/11/2000	Recruiting Outcome: [REDACTED]	07/11/2000
119744	Eva E Bahagat	Employer	Yes	06/14/2000	Recruiting Outcome: [REDACTED]	06/14/2000
8230	Sanfor Hoewitz	Employer	Yes	06/14/2000	Recruiting Outcome: [REDACTED]	06/14/2000
121841	<withheld>	Employer	No	06/14/2000	Recruiting Outcome: [REDACTED]	06/14/2000
52152	<withheld>	Employer	No	06/14/2000	Recruiting Outcome: [REDACTED]	06/14/2000
157498	<withheld>	Employer	No	06/14/2000	Recruiting Outcome: [REDACTED]	06/14/2000
162904	<withheld>	Employer	No	06/14/2000	Recruiting Outcome: [REDACTED]	06/14/2000
65612	<withheld>	Employer	No	06/14/2000	Recruiting Outcome: [REDACTED]	06/14/2000

[Refresh] [Save]

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[Print] [Document] [Delete] [Edit] [New] [Staff Home: Netscape] [Recruiting Actions List]

[Start] [Novel-Delivered Application] [End Page]

11:38 AM

Main Menu - Netscape

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

[Logon] [End Local Office]

## Staff Menu

**System Administration Functions**

- List Employer Registration Requests
- Add Employer Contact
- Search BFS Employers
- Search ISM Employers
- Search ISM Users
- Add ISM User

**Staff Functions for Servicing Employers**

- Search Job Orders

**Staff Functions for Servicing Job Seekers**

- Search Job Seekers

**Other Staff Functions**

- Print Skill Selection Sheet for a Job Seeker
- Change Password

**• Edit Logon Message**

**• Find Skills**

**• Add Skills**

**• Search Hierarchy**

**• Display Hierarchy List**

**• Add Hierarchy Item**

**• Search Employer Contacts**

**• Register New Job Seeker**

**• Print Skill Selection Sheet for an Employer Contact**

 **Matching** Required - Used in Matching Job Seekers and Job Orders

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Document Date: 2/22/2000

ILLINOIS SKILLS MATCH  
WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Job Order List] [Search Job Orders] [Review Job Order] [Qualified Candidate List] [Recruiting Action List]

[Cancel] [Save and Re-Post]

Job Order ID: 4699 Status: Posted

Owner (User Name):  Prior to Use, Consult Policy and Procedures Section 4333

**Special Programs**

DOC 7-B  HTF  
 MANG  NAFS  
 TANF  Title I  
 WOTC  Title II

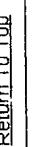
This Job Order is:

Affirmative Action?  Yes  No 

**Communications**

Do not send the employer IMMEDIATE communications concerning matching candidates?

Notes (on job order or employee contact)

Return To Job 

**Post Job Order** 

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FIGURE 32

SEARCH

SEARCH Job Orders - Netscape

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help] [Search]

**Search Job Orders**

Please enter your search criteria. The resulting Job Order list matching your search criteria will then be displayed. All fields that have a "+" next to them will allow multiple entries separated by a comma (eg. 13, 14, 15).

+ Job Order ID:	<input type="text"/>	Status: <input checked="" type="checkbox"/>	Worksite State: <input type="text"/> Illinois <input checked="" type="checkbox"/>
+ Worksite City:	<input type="text"/>	+ Worksite Zip Code:	<input type="text"/>
+ County Code:	<input type="text"/>	SOC Code:	<input type="text"/>
Created By:	<input type="text"/>	Partner:	<input checked="" type="checkbox"/>
Office:	<input checked="" type="checkbox"/>	DHS	<input type="checkbox"/>
Special Program:	<input type="text"/>	IBHE	<input type="checkbox"/>
Created Between:	<input type="text"/> -And- <input type="text"/> (eg. 01/05/1998)	BOE	<input type="checkbox"/>
		ICCB	<input type="checkbox"/>
		IDES	<input type="checkbox"/>
		Internet	<input type="checkbox"/>
		ORS	<input type="checkbox"/>
		SCSEP	<input type="checkbox"/>
		USDOL/VETS	<input type="checkbox"/>
		WIA Svc Pvd	<input type="checkbox"/>

[Search]

 **Matching** Required - Used in Matching Job Seekers and Job Orders

 \* Required - This information must be entered

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FIGURE 33

# Illinois Skills Match

## WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]  
[Search]

### Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the Search button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (\*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).

SSN#:	<input type="text"/> (Ex. 111-11-1111)	Age Range:	<input type="text"/> to <input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Gender:	<input type="checkbox"/>	+User Names:	<input type="text"/>
City:	<input type="text"/>	+County Code:	<input type="text"/>
State:	<input type="text"/> (Ex. IL)	+Zip Code:	<input type="text"/>
Phone:	<input type="text"/> (Ex. (312)555-4555)	Status:	<input type="checkbox"/>
Last Updated By:	<input type="text"/>	Created By:	<input type="text"/>
Case Manager:	<input type="text"/>	+SOC Code:	<input type="text"/>
Vet Status:	<input type="checkbox"/>	Region:	<input type="text"/>
Office:	<input type="checkbox"/>	Central	<input type="checkbox"/>
Partner:	<input type="checkbox"/>	Metro North	<input type="checkbox"/>
Special Program:	<input type="checkbox"/>	Metro South	<input type="checkbox"/>
Has not received:	<input type="checkbox"/> Password Reset <input type="text"/> to <input type="text"/> (Ex. 12/31/1999)	Northern	<input type="checkbox"/>
Registration Range:	<input type="text"/> to <input type="text"/> (Ex. 12/31/1999)	Northwest	<input type="checkbox"/>
<a href="#">Return To Top</a>			

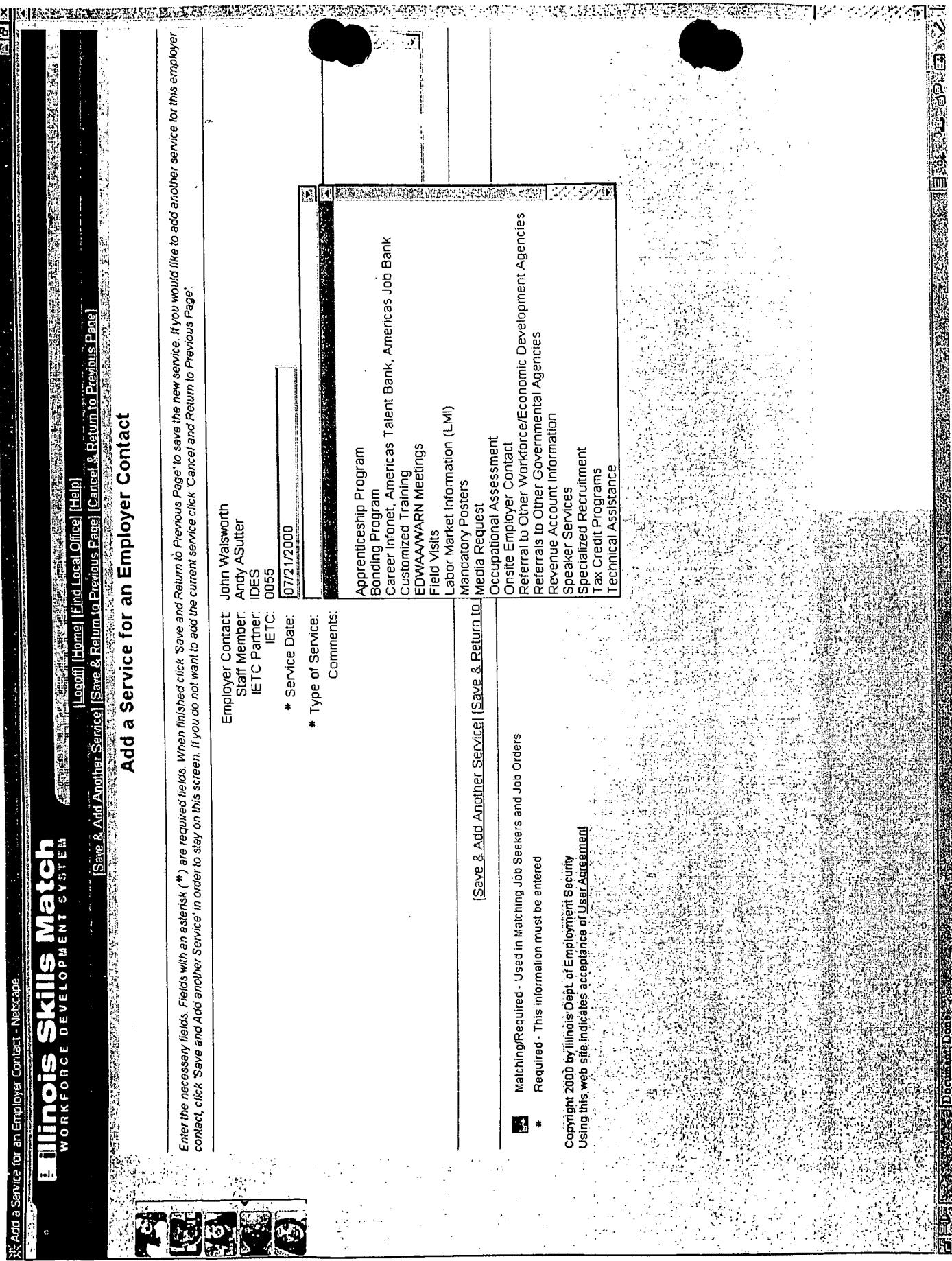
[Search]

Matching/Required - Used in Matching Job Seekers and Job Orders  
\* Required - This information must be entered

Confidential - This information is kept secure and confidential

Help Book - Provides field level help

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The logo for Illinois Skills Match, featuring a stylized 'I' and 'S' in blue and orange, with the text 'ILLINOIS SKILLS MATCH' and 'WORKFORCE DEVELOPMENT SYSTEM' below it.

Add a Service for an Employer Contact

Enter the necessary fields. Fields with an asterisk (\*) are required fields. When finished click 'Save and Return to Previous Page' to save the new service. If you would like to add another service for this employer contact, click 'Save and Add another Service' in order to stay on this screen. If you do not want to add the current service click 'Cancel' and Return to Previous Page.

Employer Contact:	John Walsworth
Staff Member:	Andy ASutter
IETC Partner:	IDES
IETC:	0055
* Service Date:	07/21/2000
* Type of Service:	Comments:
<input type="checkbox"/> Apprenticeship Program <input type="checkbox"/> Bonding Program <input type="checkbox"/> Career Inonet, Americas Talent Bank, Americas Job Bank <input type="checkbox"/> Customized Training <input type="checkbox"/> EDWAWARN Meetings <input type="checkbox"/> Field Visits <input type="checkbox"/> Labor Market Information (LMI) <input type="checkbox"/> Mandatory Posters <input type="checkbox"/> Media Request <input type="checkbox"/> Onsite Employer Contact <input type="checkbox"/> Occupational Assessment <input type="checkbox"/> Referral to Other Workforce/Economic Development Agencies <input type="checkbox"/> Referrals to Other Governmental Agencies <input type="checkbox"/> Revenue Account Information <input type="checkbox"/> Speaker Services <input type="checkbox"/> Specialized Recruitment <input type="checkbox"/> Tax Credit Programs <input type="checkbox"/> Technical Assistance	

[Save & Add Another Service] [Save & Return to Previous Page]

Matching/Required - Used in Matching Job Seekers and Job Orders  
 \* Required - This information must be entered

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FIGURE 35

# Illinois Skills Match

WORK FORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Preview Registration]

[Cancel] [Save, Match Me to Jobs] [Save, Don't Match Me to Jobs]

[General Info] [Work History] [Education] [Skills Profile] [...| Shift Only ...]

Transportation Information  
 I am willing to travel within  miles of the  zip code. 

Work Information (check all boxes that apply)  
 1 - 10  
 11 - 20  
 21 - 30  
 31 - 40  
 41 - 50  
 51 - 60  
 61 - 70  
 71 - 80  
 81 - 90  
 Do not specify  
 No Limit

\* work are you seeking?  On-Going  
 work are you seeking?  Full Time  
 you available to work?  Days  
 Rotating  
 jobs that pay less than:  Per  Hour 

**Continue**

[Return To Top](#)

Matching/Required - Used in Matching Job Seekers and Job Orders  
 \* Required - This information must be entered

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 Confidential - This information is kept secure and confidential  
 Help Book - Provides field level help

## Qualified Candidate List

Page 1 of 4

98 qualified candidates found

	<b>Id</b>	<b>Nice Skills</b>	<b>Date Viewed</b>	<b>Date Matched</b>	<b>Rank</b>
<input type="checkbox"/>	156678	0	07/06/2000	06/15/2000	3
<input type="checkbox"/>	12307	0	06/16/2000	06/15/2000	4
<input type="checkbox"/>	184052	0	06/16/2000	06/15/2000	4
<input type="checkbox"/>	4106	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	98182	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	121199	0		06/15/2000	
<input type="checkbox"/>	82116	0		06/15/2000	
<input type="checkbox"/>	118349	0		06/15/2000	
<input type="checkbox"/>	14285	0		06/15/2000	
<input type="checkbox"/>	99622	0		06/15/2000	
<input type="checkbox"/>	92644	0		06/15/2000	
<input type="checkbox"/>	114861	0		06/15/2000	
<input type="checkbox"/>	118552	0		06/15/2000	
<input type="checkbox"/>	101139	0		06/15/2000	
<input type="checkbox"/>	162069	0		06/15/2000	
<input type="checkbox"/>	35725	0		06/15/2000	
<input type="checkbox"/>	138349	0		06/15/2000	
<input type="checkbox"/>	40245	0		06/15/2000	
<input type="checkbox"/>	3286	0		06/14/2000	
<input type="checkbox"/>	132325	0		06/15/2000	
<input type="checkbox"/>	96567	0		06/15/2000	
<input type="checkbox"/>	164146	0		06/14/2000	
<input type="checkbox"/>	2404	0		06/15/2000	
<input type="checkbox"/>	101101	0		06/15/2000	
<input type="checkbox"/>	14178	0	07/06/2000		

[\[Refresh\]](#) | [\[Next Page\]](#) | [\[Select All\]](#) | [\[Refer Selected Candidates\]](#)
 Confidential - This information is kept secure and confidential  
 Help Book - Provides field level help

 Matching/Required - Used in Matching Job Seekers and Job Orders  
 Required - This information must be entered  
 Using Web site indicates acceptance of User Agreement

 Document: Done  
 Novel-derived Application  
 Staff Home  
 Netscape

 Control Panel

 Start  
 Document  
 Novel-derived Application  
 Staff Home  
 Netscape  
 Control Panel  
 Refresh  
 Help  
 Book  
 Key  
 Info  
 Asterisk  
 Checkmark  
 Refresh  
 Start  
 Document  
 Novel-derived Application  
 Staff Home  
 Netscape  
 Control Panel  
 Refresh  
 Start  
 Document  
 Novel-derived Application  
 Staff Home  
 Netscape  
 Control Panel  
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 Novel-derived Application  
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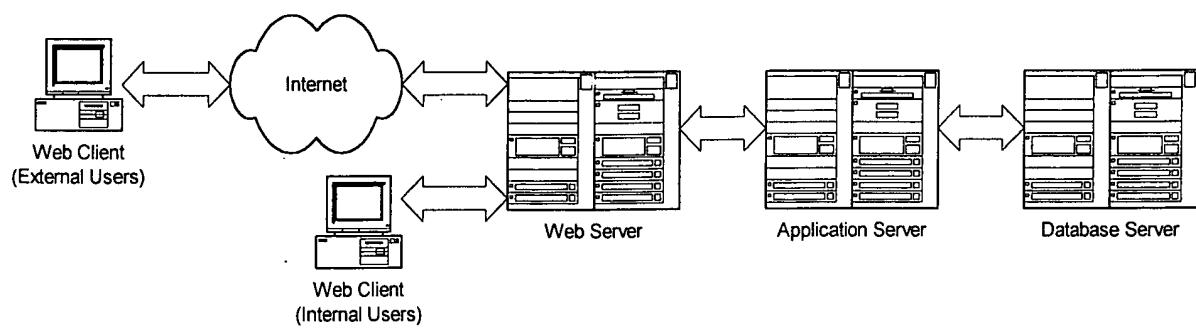


Figure 38

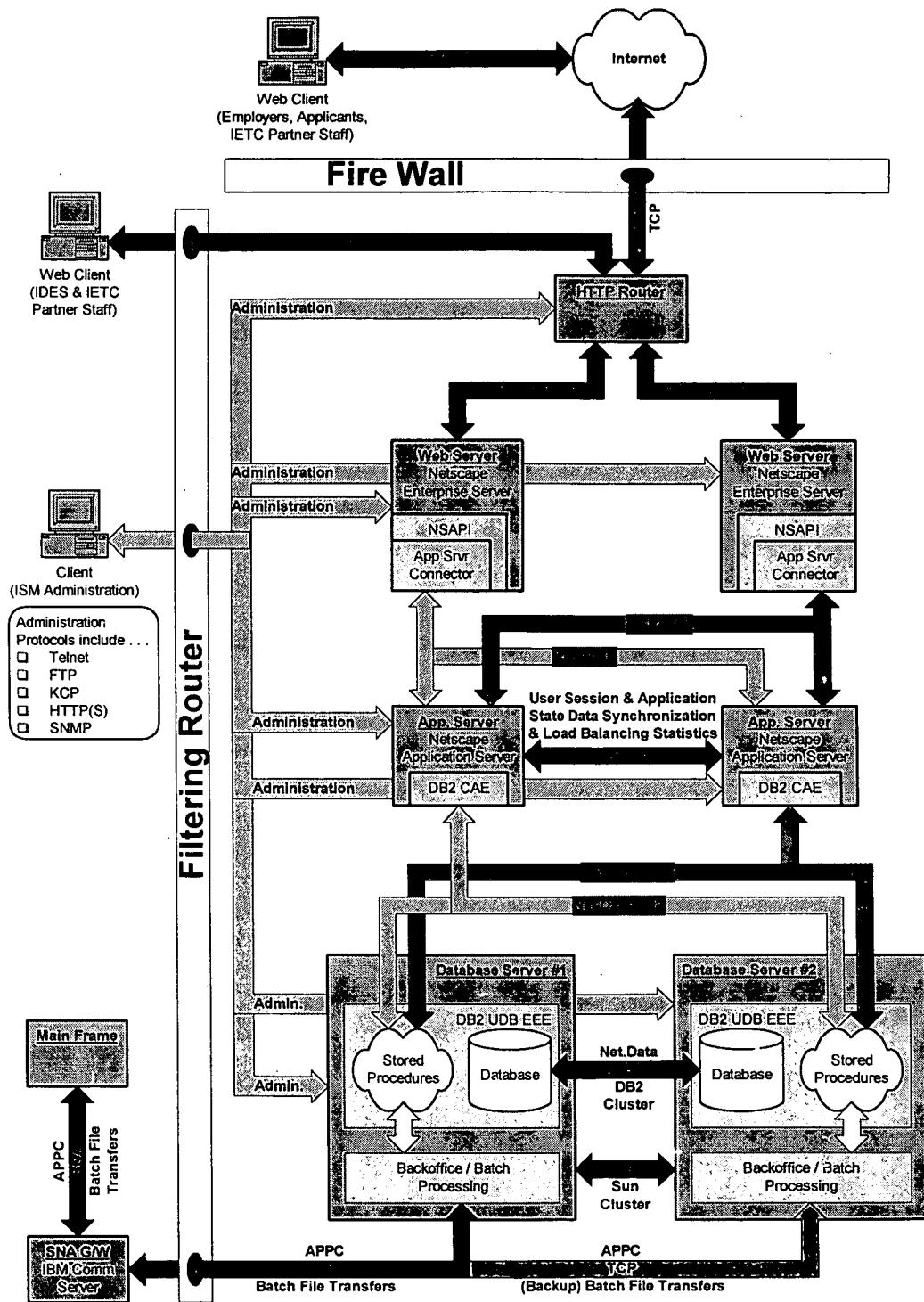


Figure 39

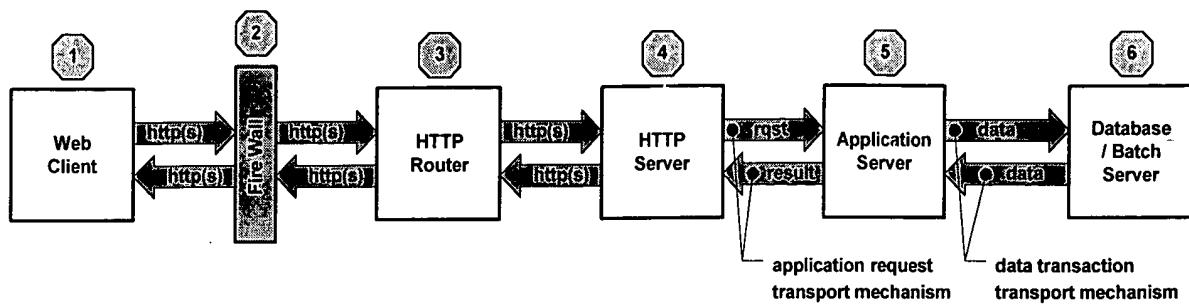


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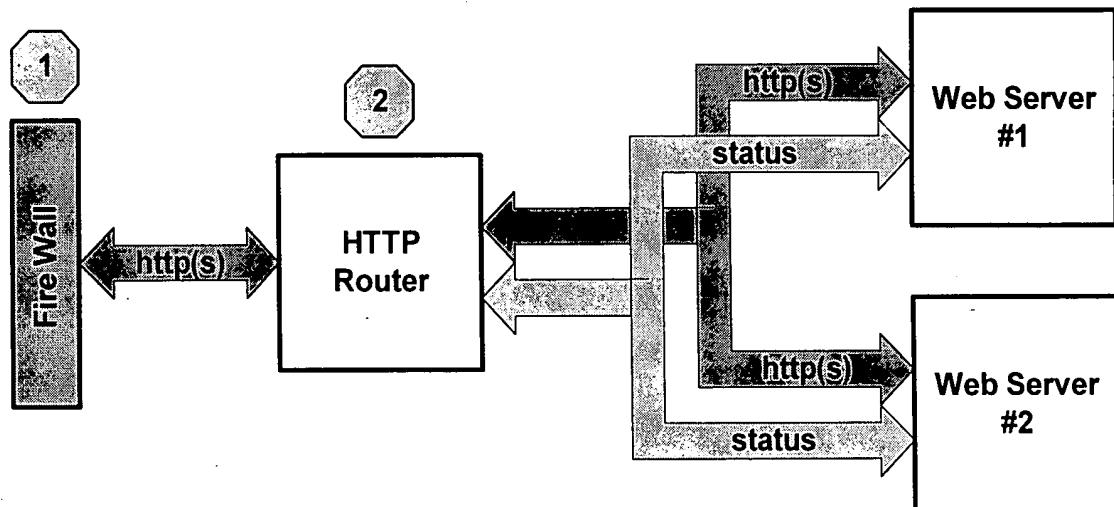


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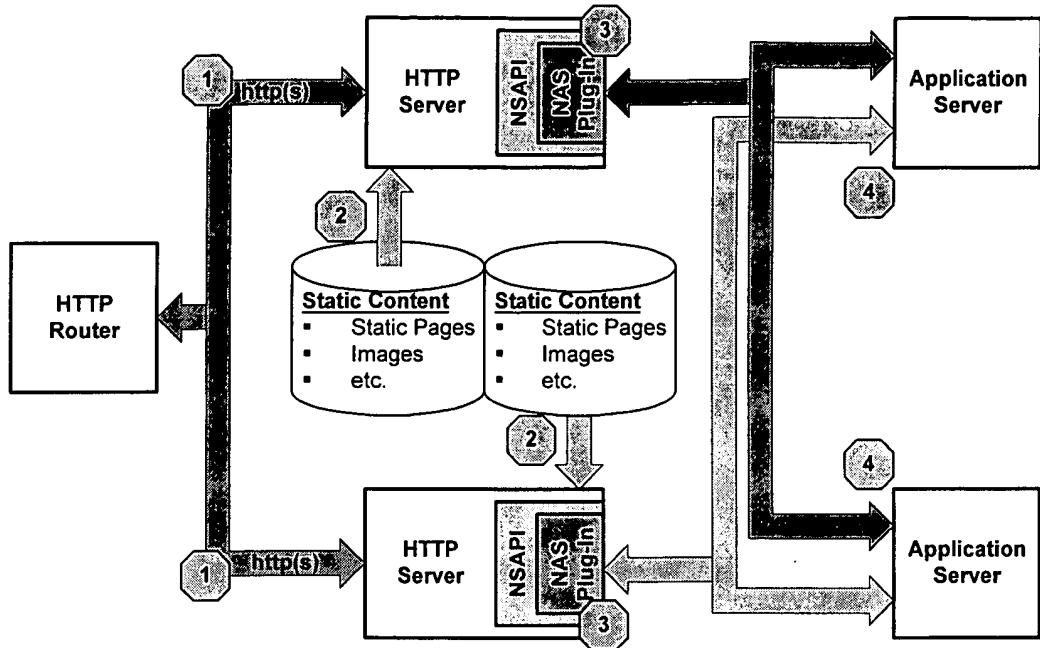


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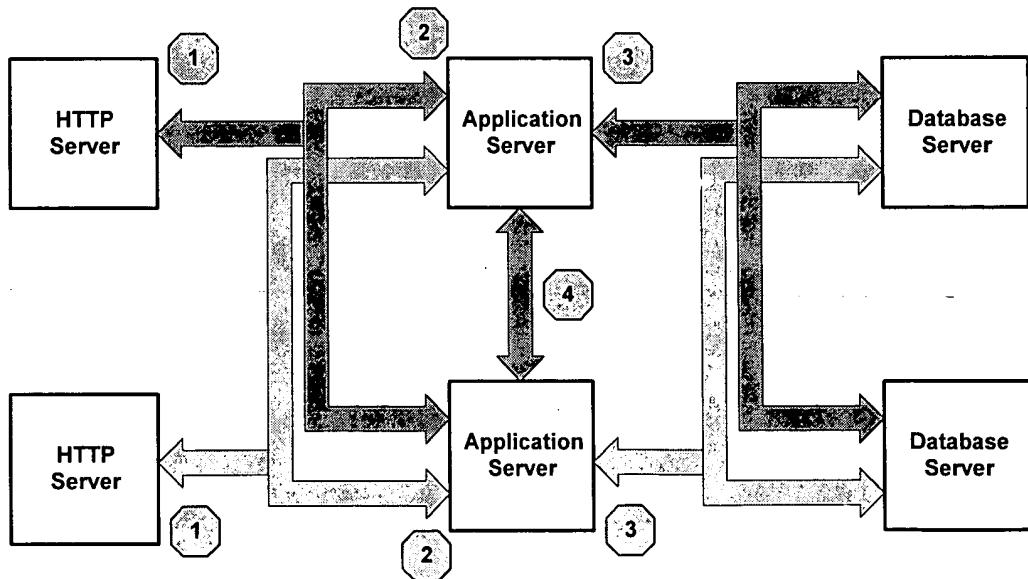


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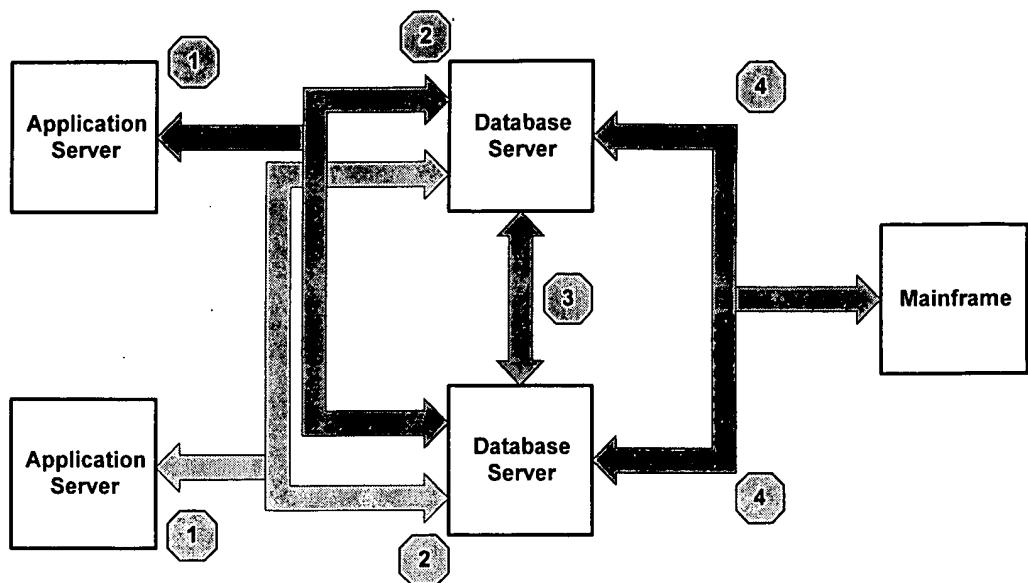


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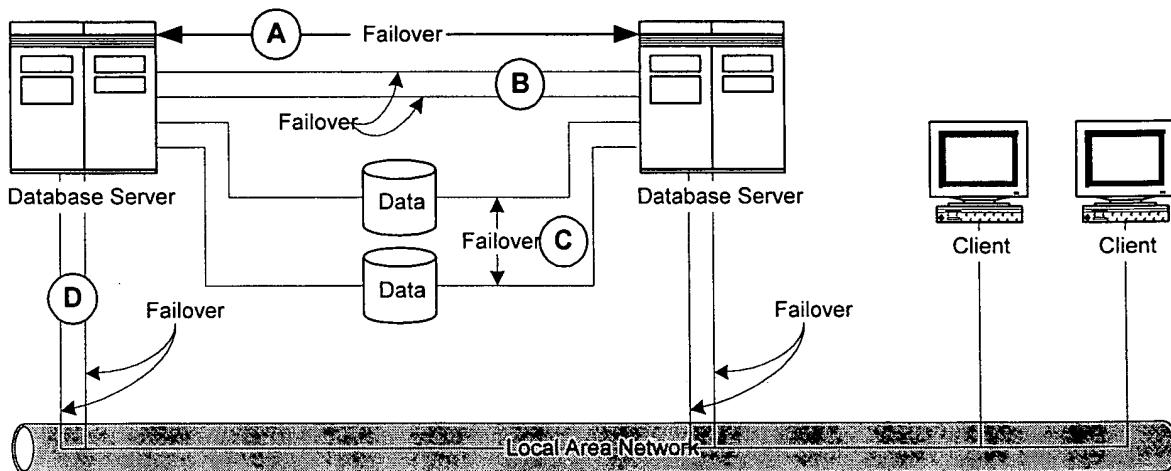


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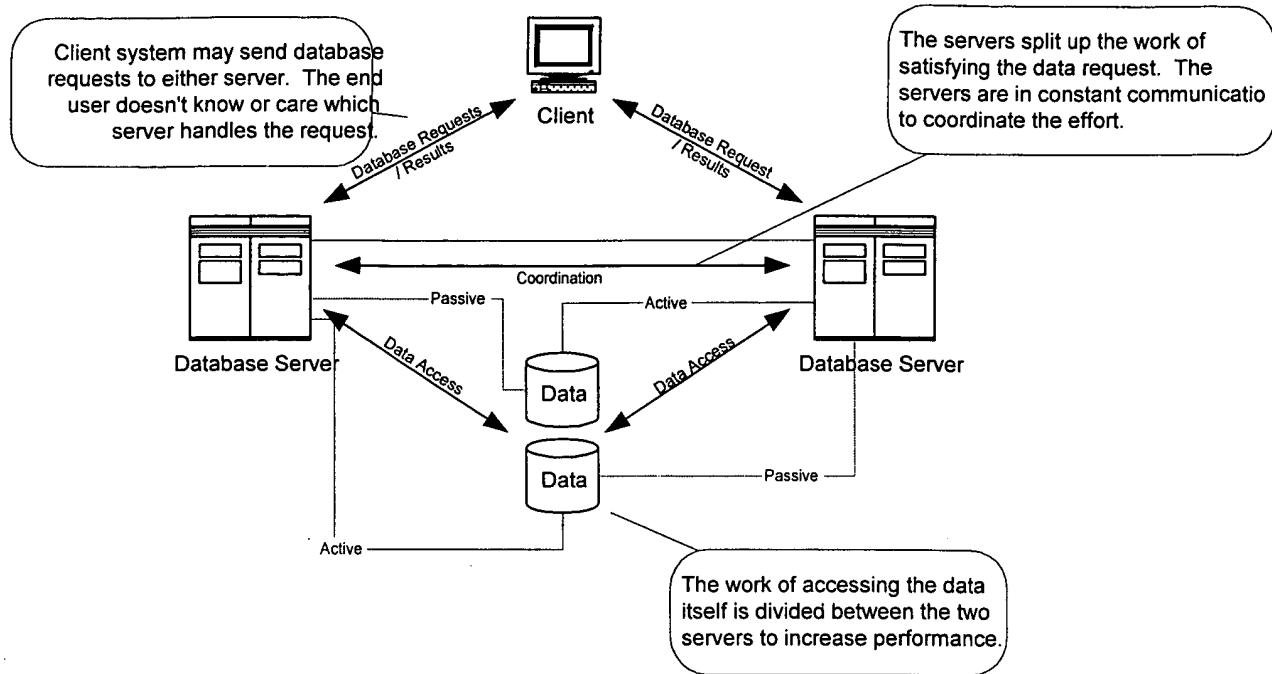


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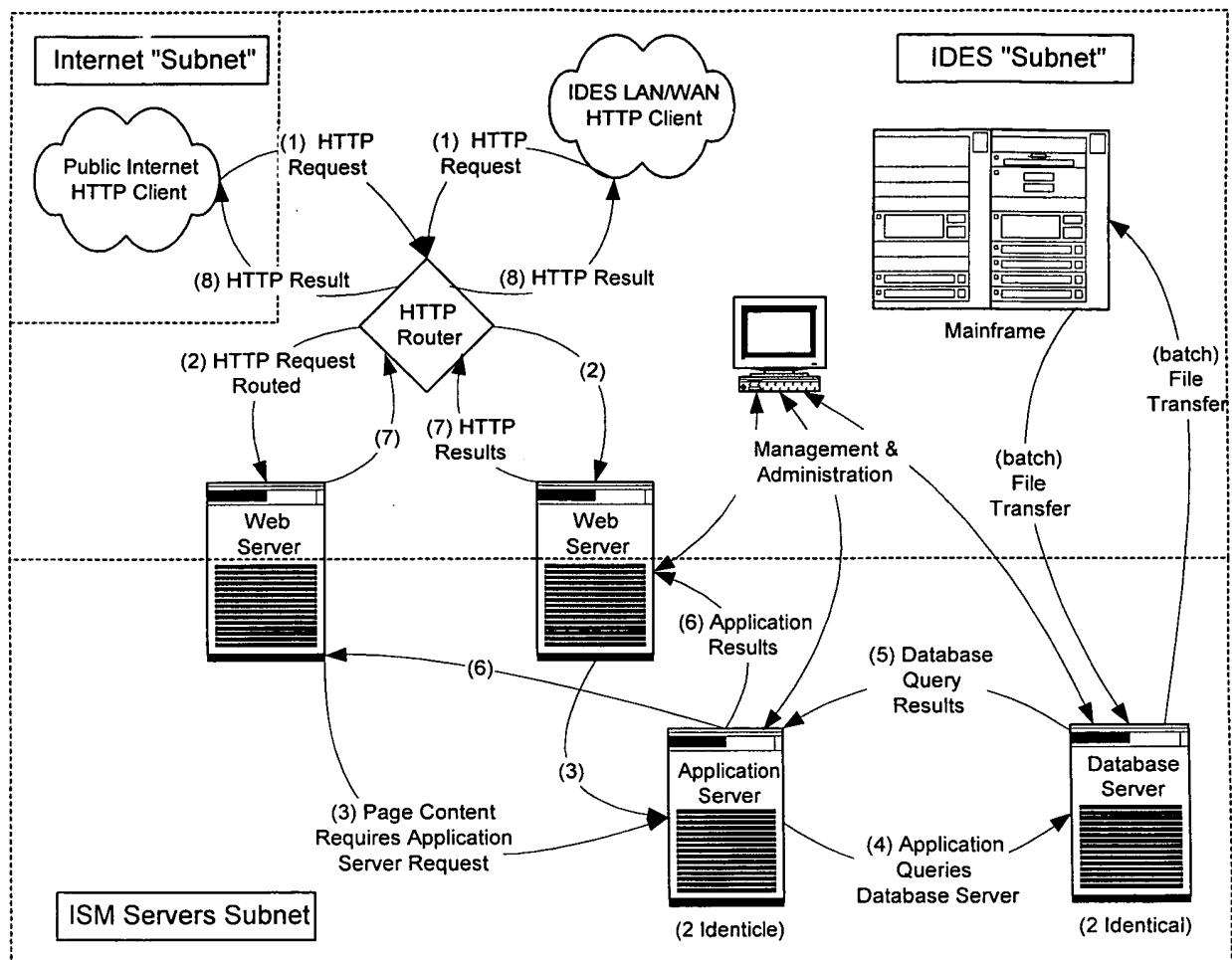


Figure 47

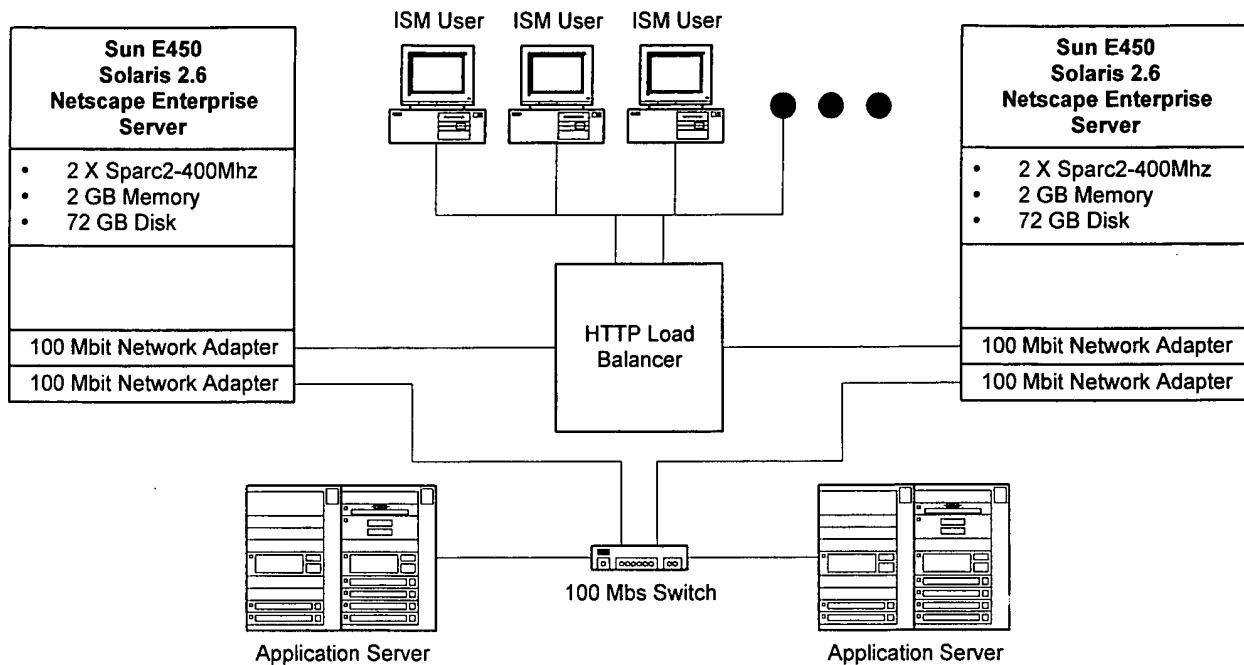


Figure 48

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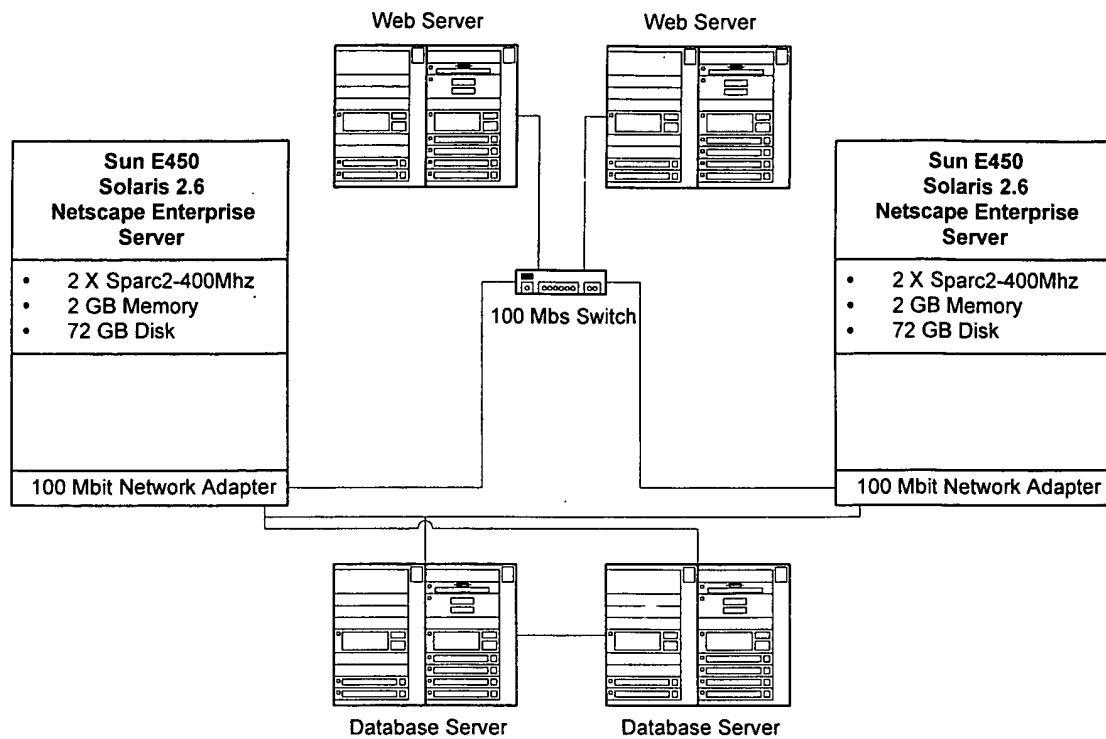


Figure 49

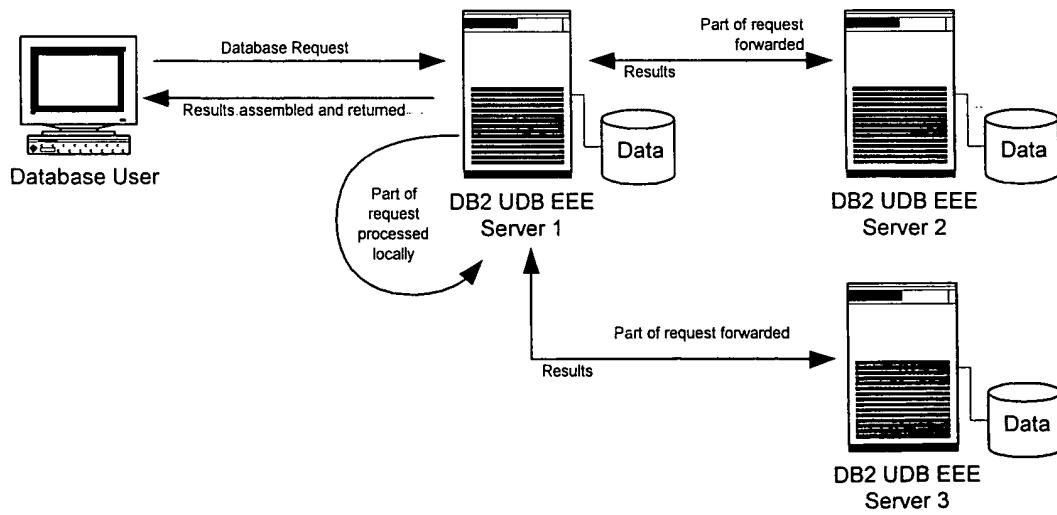


Figure 50

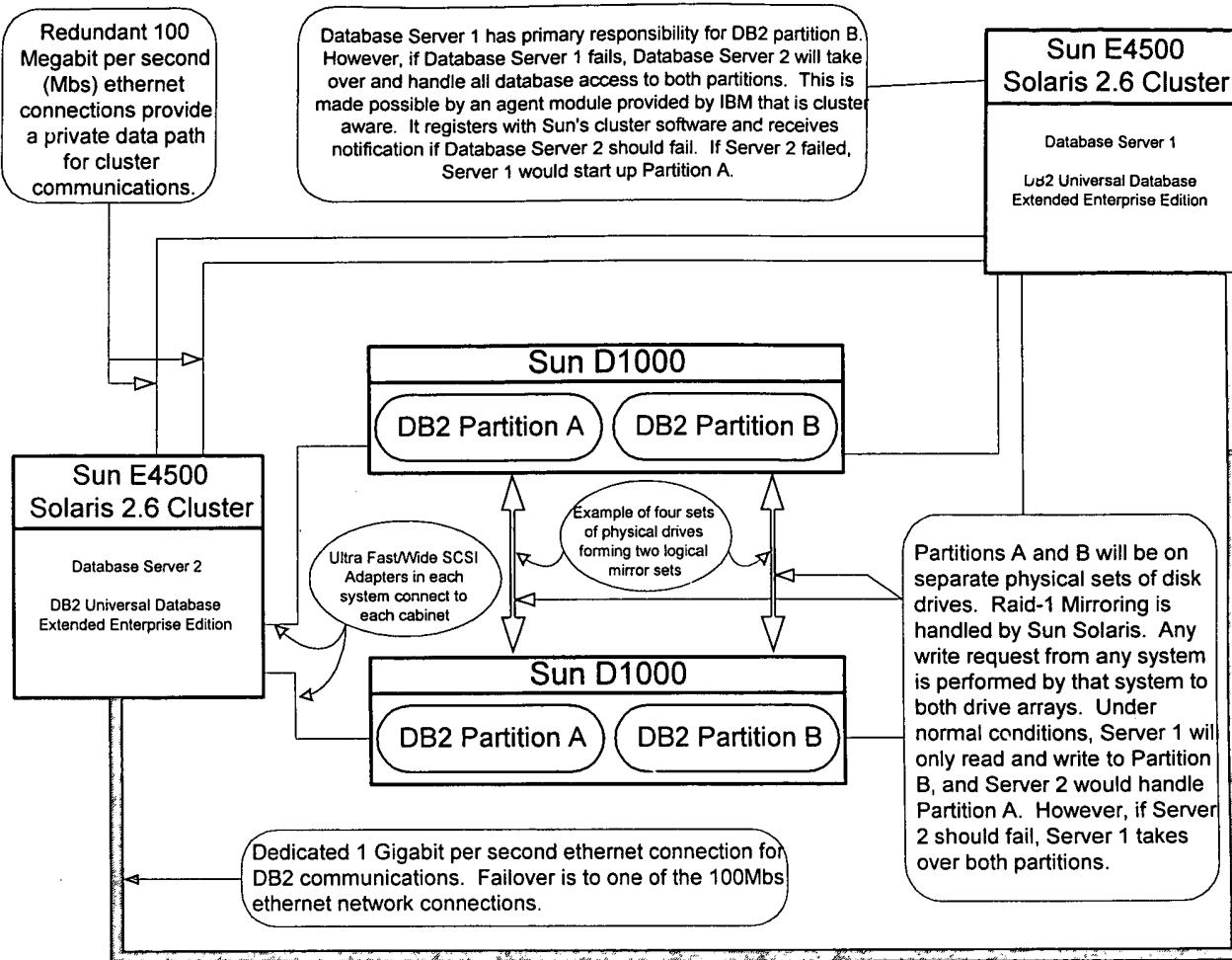


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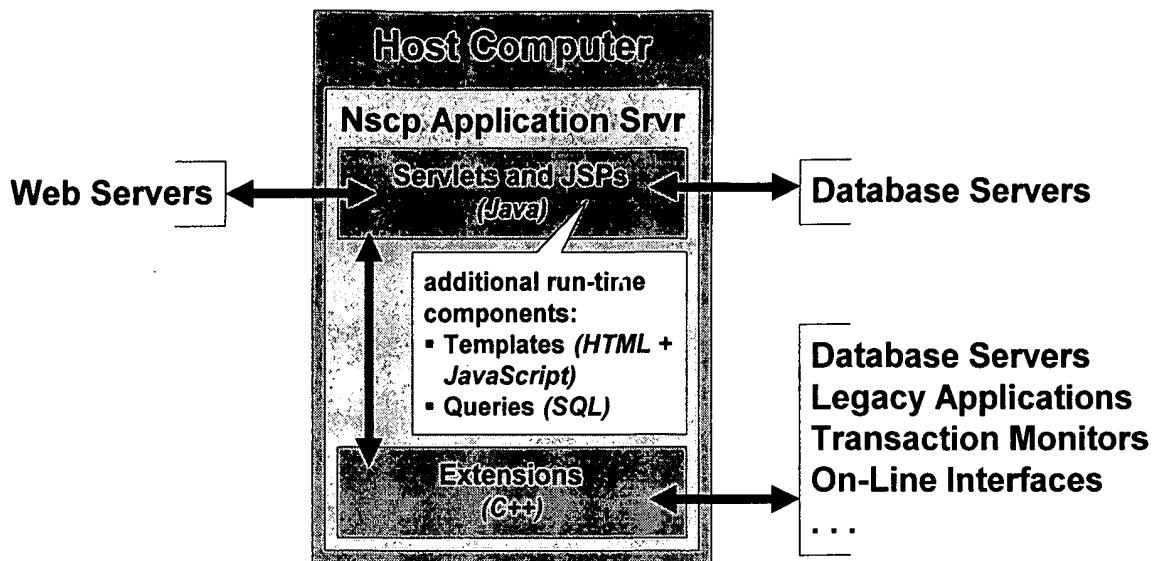


Figure 52

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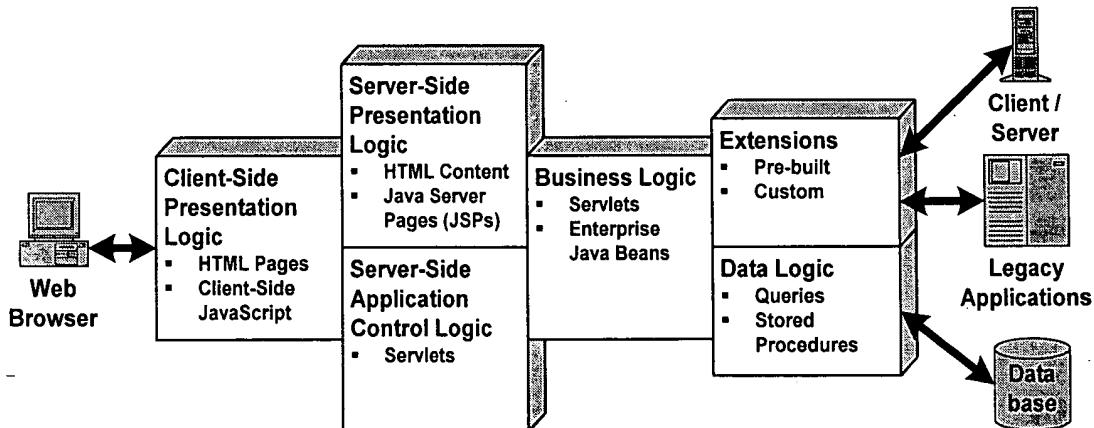


Figure 53

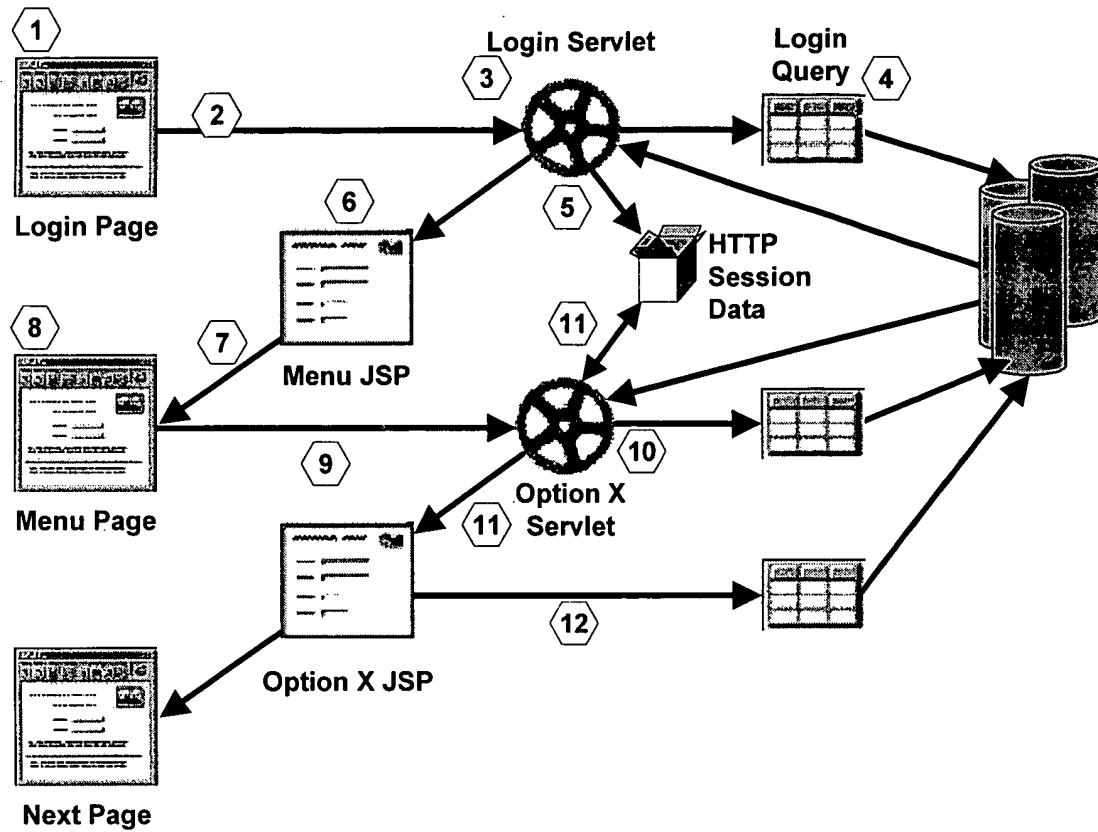


Figure 54

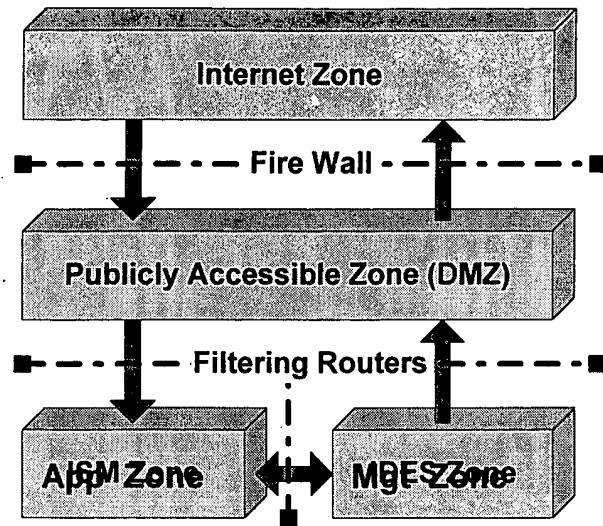


Figure 55

File Transfer  
e-Mail ( SMTP )  
Web Browser  
File Transfers  
( FTP )  
ISM Access  
e-Mail ( SMTP )  
Web Server(s)  
Internet Access  
Internet Zone  
Publicly Accessible Zone (DMZ)

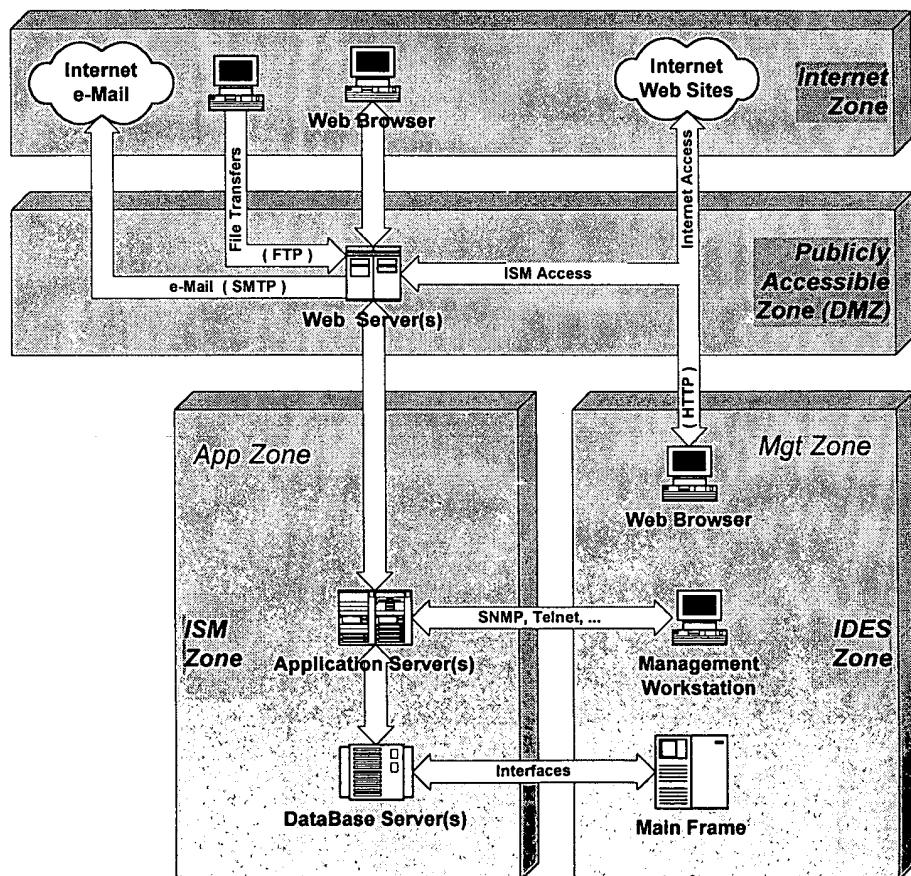


Figure 56

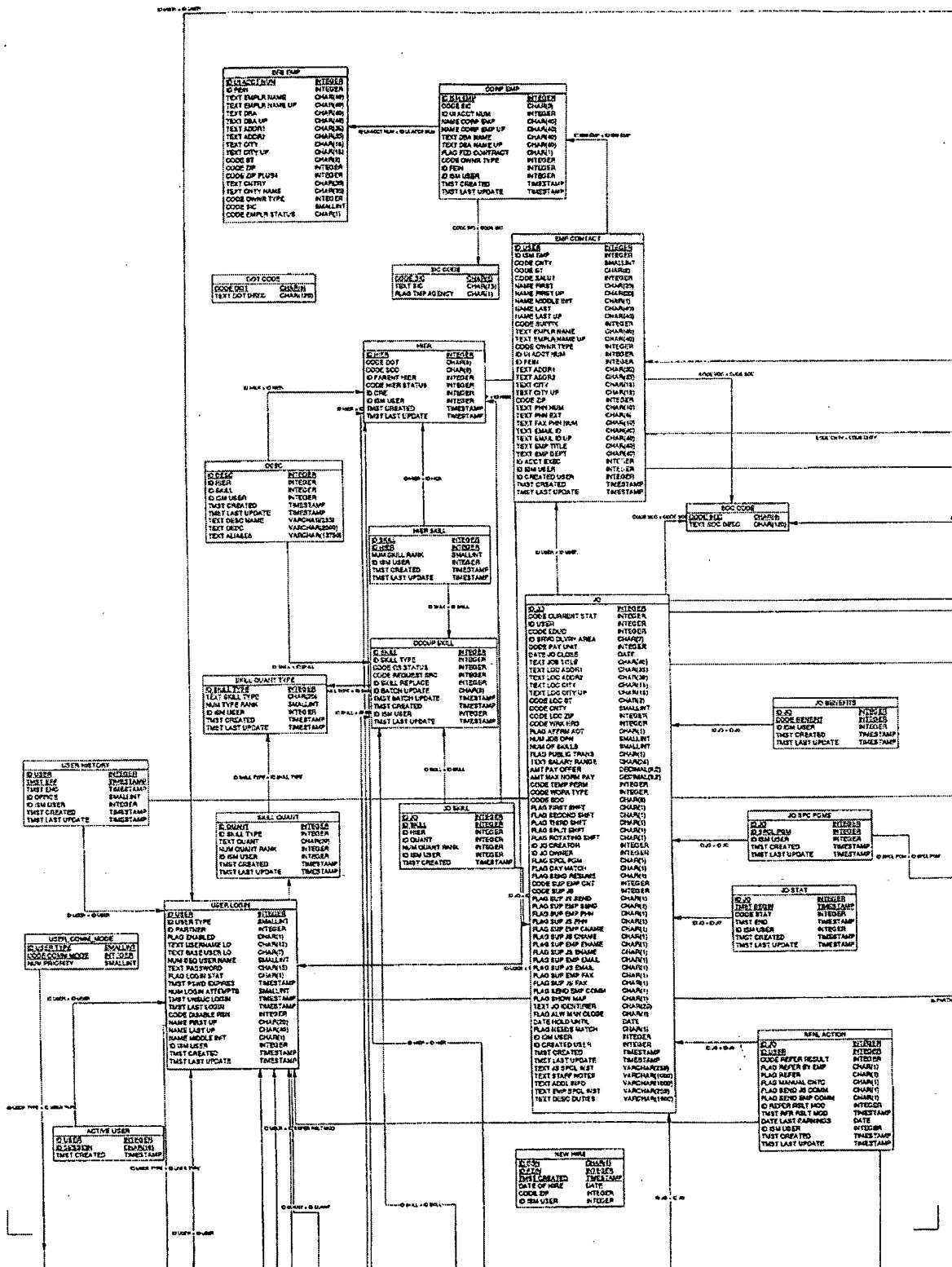


Figure 57

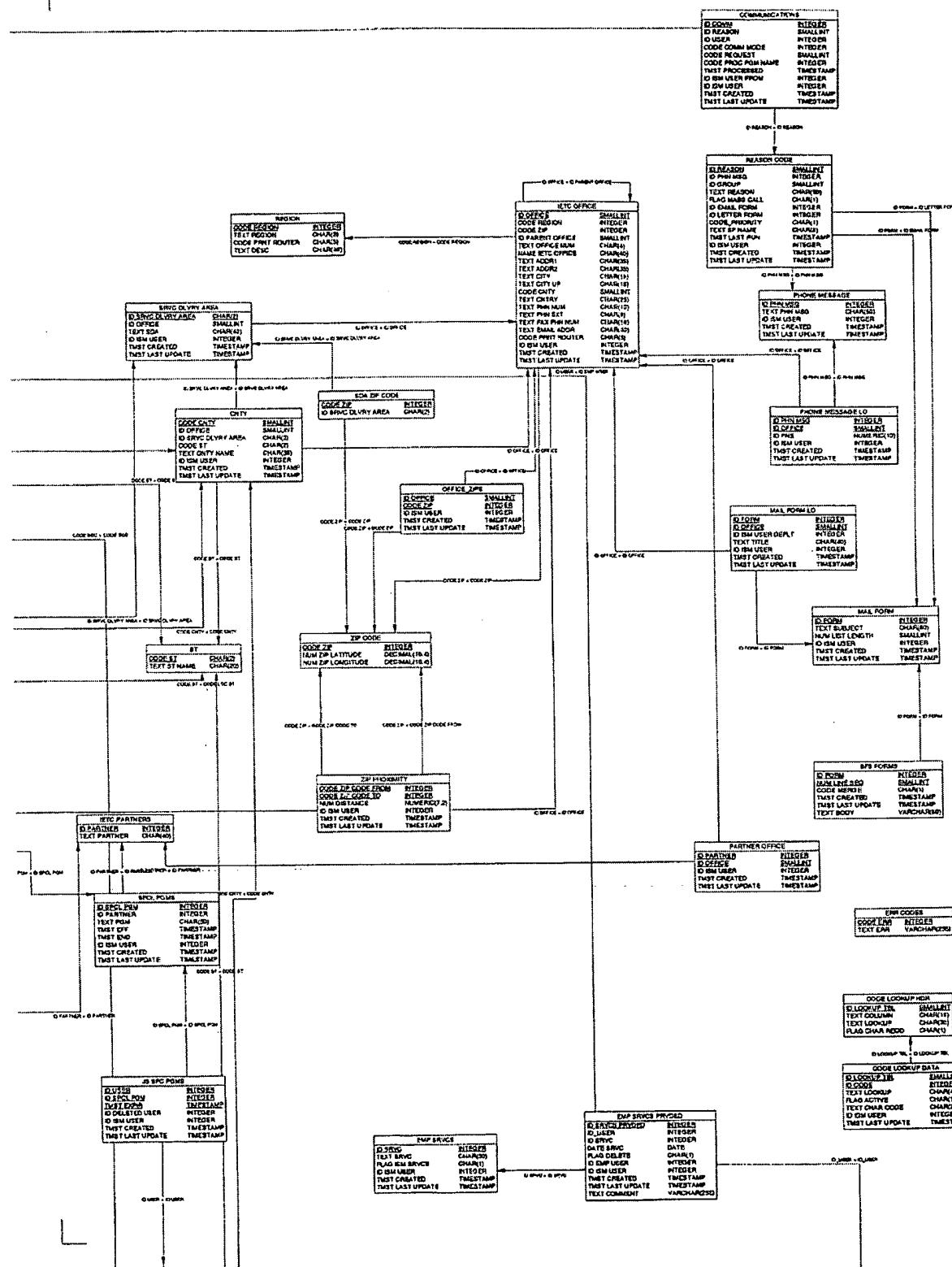


Figure 58

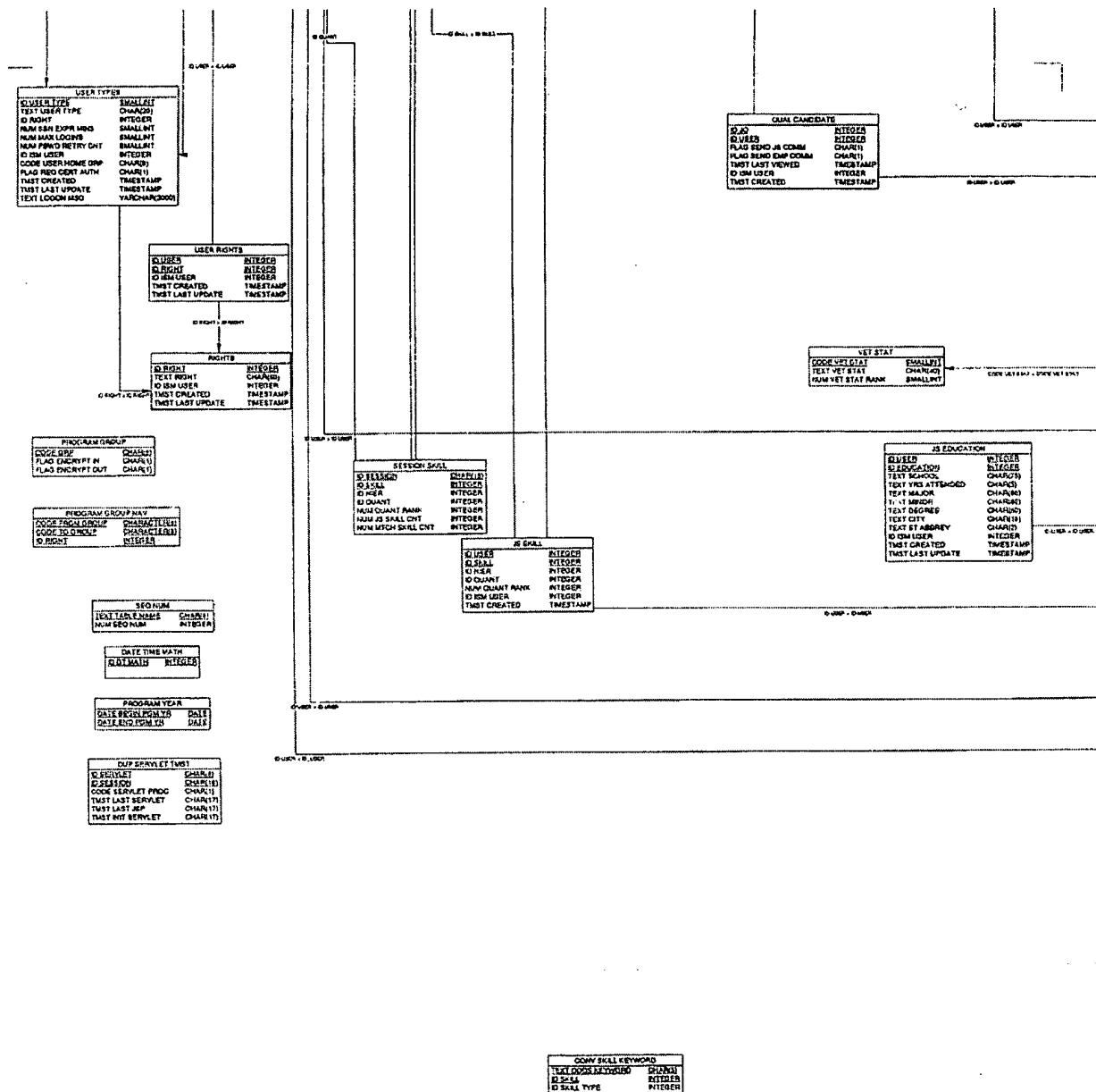


Figure 59

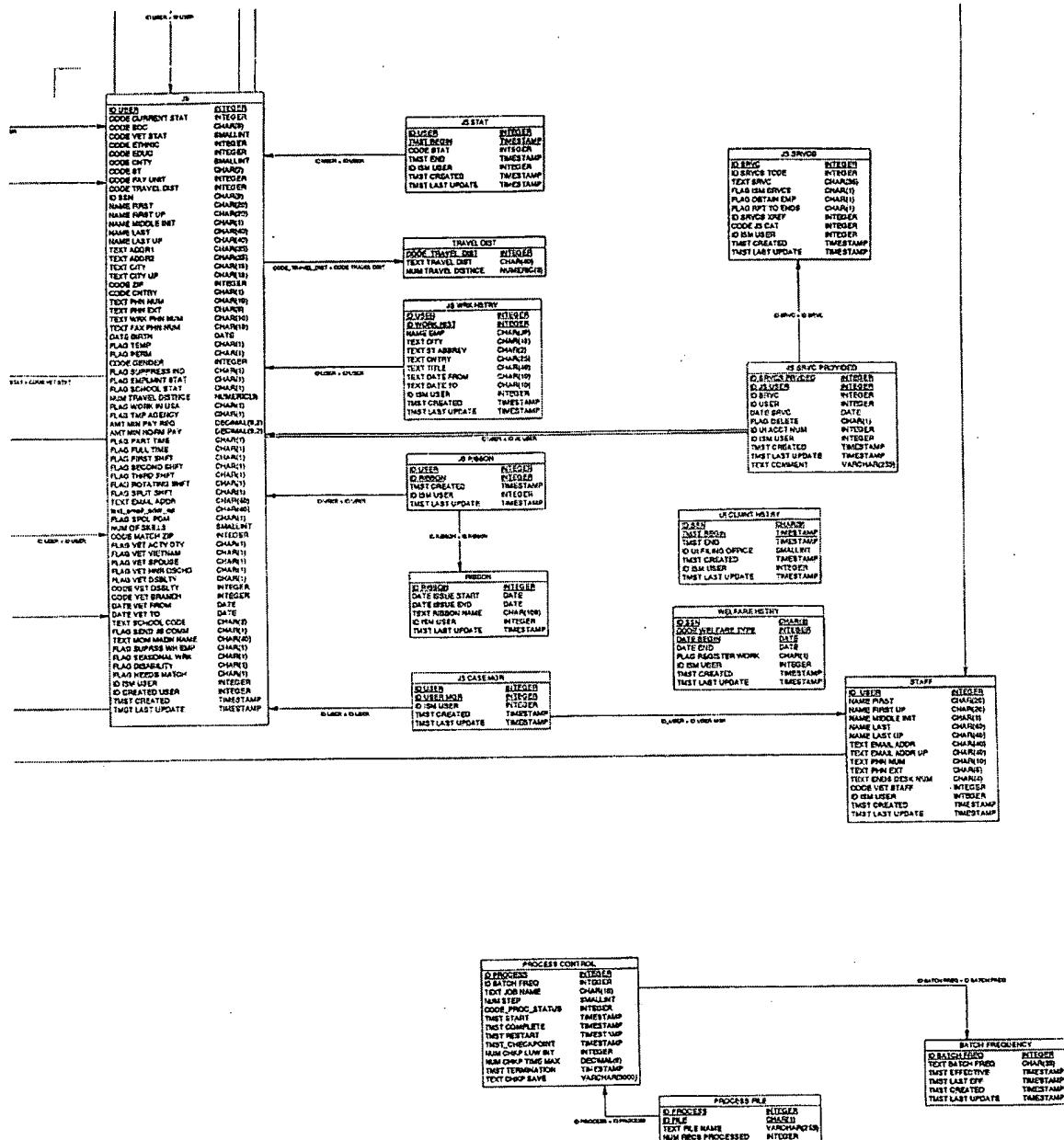


Figure 60